EMPLOYMENT

MRS

JOBLINK

CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON MIGRATION AND REFUGEE SERVICES AND CITY OF ALEXANDRIA JOBLINK

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REQUEST FOR PROPOSALS (RFP) COMPLIANCE COVER SHEET

RFP NUMBER:

CVS 12-089

ISSUE DATE:

May 25, 2012

TITLE:

Virginia Refugee Resettlement Program (VRRP)

COMMODITY CODE:

952-75

LOCATION:

Statewide

INITIAL CONTRACT PERIOD:

October 1, 2012 to September 30, 2013

PROPOSAL DUE DATE AND TIME:

June 29, 2012 - 4:00 p.m.

ISSUING AGENCY:

Virginia Department of Social Services Office of Newcomer Services – 15th Floor

801 E. Main Street

Richmond, Virginia 23219-2901

Attn: Brent Sutton

Sealed proposals for furnishing the services described herein will be received subject to the conditions cited herein until the Proposal Due Date and Time shown above. PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION. Send or hand deliver all proposals (not scanned or regenerated pages) directly to the issuing agency shown above. DO NOT FAX OR EMAIL.

In Compliance With This Request For Proposals, As Published By The Department, And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services Described In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Catholic Charities of the Diocese of Arlington, Migration and Refugee Services Date: June 25,2012

(Name of Organization)

Name: Art Bennett

80 North Glebe Road (Street Address)

(Printed or typed)

Title: President and CEO

(ORIGINAL Signature in Ink)

(Street Address)

Arlington,

VA 22203

Litry is Charities Diocas Arbin Authorized By:

Telephone: 703-841-3895

(City)

(Zip Code)

FEI/FIN# 54-0515706

E-Mail:abennett@ccda.net

A mandatory pre-proposal conference will be held at 10:30 p.m. June 13, 2012 at the Virginia Department of Social Services; 801 East Main Street; Richmond, VA 23219-2901. All requests for information should be directed to brent.sutton@dss.virginia.gov or by telephoning (804)726-7928

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

1.a. EXECUTIVE SUMMARY - Organizational Capacity

Catholic Charities of the Diocese of Arlington, Migration and Refugee Services (CCDA MRS) and JobLink present this proposal for funding in the amount of \$1,080,900 (\$845,900 for Refugee Social Services, \$235,000 for Targeted Assistance Program) to continue providing comprehensive resettlement services to refugees* in Northern Virginia and the Fredericksburg area through the Breaking the Barriers (BTB) Program. Developed ten years ago as the first pan-Northern Virginia program with cohesive, holistic services for refugees, the Partner agencies continue to successfully work toward the realization of the original BTB vision: "an innovative approach to employment service provision, with no geographic or agency boundaries to interfere with refugee access to services or hinder refugees on their path to self-sufficiency."

BTB has succeeded in its goals because it provides streamlined, integrated, and client-centered services, leverages all available resources through broad-based community coalitions, is a good steward of funding, and effectively meets the needs of refugee families striving for self-sufficiency and integration into their new communities. Our client successes are reflective of the superior capacity of the Partner agencies to provide the most comprehensive spectrum of quality services to refugees in Northern Virginia. Refugees in Northern Virginia rely heavily on BTB because the program provides unparalleled, dependable services. As such, the Partner agencies request funding to enhance and expand the delivery of these critically needed services to all refugees in Northern Virginia.

^{*}In this proposal "refugees" includes all eligible newcomer populations as stipulated by the Virginia Office of Newcomer Services and the U.S. Office of Refugee Resettlement.

1.b. Summary of Past Accomplishments

From its inception a decade ago, BTB has had a remarkable impact on the resettlement of refugees in Northern Virginia. Over the past five years, BTB has consistently exceeded the benchmarks set forth by ONS, while delivering an ever more diversified array of services. The total goal for Refugee Social Services (RSS) enrollment for the five year funding period is 1,796 and four years and eight months into the current project period, we have enrolled 2,463. To-date, a total of 1,556 RSS clients have entered employment; this is 96% of the goal of 1,615, and with four months left in the fiscal year, we expect to exceed the goal. Ninety-five of these are full time placements, and at 120%, the employment retention rate is the highest ever attained. The average wage is \$10.73, which is 102% higher than ONS' benchmark. Other highlights include ELT for 469 clients, vocational training for 304 clients, as well as 11,492 units (individual client services) of case management and 8,067 units of support services provided.

The Targeted Assistance Program helps clients who face large obstacles to employment. Single mothers with small children who do not speak English, ELT participants who are illiterate in their own languages, and elderly refugees are usually assisted through the TAP Program as they need extensive assistance to attain and retain employment. Given these monumental challenges, BTB TAP results are quite good. To date, BTB has enrolled 1,053 clients in the TAP Program and the total anticipated TAP enrollment for the five year funding period is 1,106 which exceeds the RSS outcome goal of 750 by 356. A total of 514 TAP clients have entered employment with an average wage of \$10.00 and a retention rate that is the highest ever at 106%. This employment rate is 76% of goal which is a success considering the compounded challenges these clients face.

Overview of RSS and TAP Outcome Results for BTB
October 1, 2007-May 31, 2012 (4 months remaining in funding period)

RSS	Number	% of goal	TAP	Number	% of goal
Employed	1,556	96%	Employed	514	76%
Full-time	1,229	95%	Full-time	334	59%
Average wage	\$10.73	102%	Average Wage	\$10.00	94%
Retention	\$13.18	120%	Retention	533	94%

Overview of RSS and TAP Support Services Delivered through BTB October 1, 2007-May 31, 2012 (4 months remaining in funding period)

RSS	Number	TAP	Number	
ELT	469	ELT	317	
Skills Training	117	Skills Training	89	
Case Management*	11492	Case Management*	3460	
Support Services*	8067	Support Services*	5182	

^{*}Individual services are reported as units of service

1. b. Summary of Past Accomplishments - Organizational Capacity

Both BTB Partner agencies are long-term ONS contractors and have a long history of service in the refugee employment sector. CCDA MRS boasts a decade of success in planning and implementing the BTB Program and thirty-seven years of highly successful provision of the full-spectrum of resettlement services to nearly 25,000 refugees since 1975. JobLink brings critical employment services to the program and has successfully served refugee clients for nearly four decades. CCDA MRS and JobLink, have worked together for the past five years to realize the vision of BTB and execute a plan that combines the formidable resources of CCDA MRS's nationally respected resettlement organization, Catholic Charities' expansive local service network, and JobLink's public resources. The result has been an exemplary public-private partnership. The internal resources of both agencies, coupled with their vast collaborative networks within the Northern Virginia community service sector, allow the two organizations to meet the needs of refugees in a comprehensive, seamless, and cohesive manner.

Both Partner agencies have strong organizational support. CCDA MRS benefits from the

leadership of their national office, the US Conference of Catholic Bishops, Migration and Refugee Services (USCCB MRS). As the largest refugee resettlement agency in the U.S., USCCB MRS is internationally renowned for 85 years of acclaimed resettlement services through 114 regional affiliate offices around the nation. USCCB MRS offers ongoing online training support, training at regional and national convenings, reporting structures, and software infrastructure. Additionally, USCCB MRS monitors CCDA MRS annually to ensure that all State Department service mandates are satisfactorily met. CCDA MRS' recent affiliation with Catholic Charities, Diocese of Arlington also strengthens their ability to serve as MRS' clients are now afforded priority access to all of Catholic Charities' Council on Accreditation (COA) approved services: mental health, immigration, ELT, and elder services as well as emergency food, clothing, and housing support.

As a publicly funded entity, JobLink also has strong organizational support. A program of Alexandria City's Department of Community and Human Services, JobLink brings with it all of the internal resources inherent in a city department including program infrastructure and well-defined relationships with city services such as Social Services and the Health and Mental Health Departments. As Alexandria's, "One-Stop Career Center," JobLink's technological capacity includes a Resource Center, 3 training rooms, a distance learning center, a 1,400 on-line course menu, and numerous computer-based Objective Assessment Programs.

BTB's geographic service area is comprised of the greater Northern Virginia area, including Fairfax, Arlington, Prince William, Loudoun and Spotsylvania Counties and the cities of Alexandria, Falls Church, Fairfax, Vienna, Manassas, and Fredericksburg. Services are provided out of service hubs in Arlington, Alexandria City, Alexandria (Route 1, South County), Falls Church, and Fredericksburg. All of these communities share characteristics helpful to

refugees in their struggle to become self-sufficient such as plentiful employment opportunities, abundant services and resources, and access to public transportation. To increase accessibility for our expanding client base and close a critical geographic service area gap, we also propose the establishment of a new service hub in the western Fairfax County/Dulles area.

BTB services are completely consistent with the mission of the Partner agencies to assist refugees in achieving self-sufficiency and integration into their new communities as soon as possible after arrival.

Ever seeking to enhance comprehensive and non-redundant services to our clients, the Partner agencies work to leverage all community resources and develop and maintain collaborative relationships with hundreds of community and government service providers in every corner of our service area. In fact, one BTB staff member even works within Fairfax County Department of Social Service's "Skillsource" Center (Northern Virginia Workforce Investment Area 11) with office space provided by the county free-of-charge. Full list of community linkages can be found in Supplemental 5 - E.

The BTB Partner agencies bring outstanding cultural and linguistic competence to their work with refugees. To ensure the availability of linguistically and culturally appropriate services, BTB strives to have a staff which reflects the cultural diversity of arriving refugee populations. Presently, 80% of Partner agencies' current staff represents the ethnicities of the clients they serve and 85% of the religions and languages of current client populations.

MRS staff are highly regarded as experts within the resettlement field. With decades of experience, staff are frequently sought after as speakers and have even been called before Congress to share their expertise. They have presented on numerous cultures, ethnicities, religions and, more broadly, on cultural awareness and sensitivity, gender and ethnicity, cross-

cultural communication, and conflict resolution at local and national meetings.

Committed to providing the best services possible, and knowing that change is the only constant in the resettlement field, the Partners constantly evaluate client needs and adapt their services to more fully respond to these needs. Through ongoing education, training, and self-assessment, the Partners are always seeking to improve their services (Supplemental 5-C. Trainings).

The monitoring, evaluation, and reporting systems of BTB Partner agencies, backed by their track record of dependable, thorough reporting to ONS through the VNIS system, demonstrates their ability to maintain records and provide fiscal accountability. The fiscal accountability of both organizations is further ensured by annual professional audits.

Agency services that are not formal components of the BTB program also provide support to BTB clients. The Partner agencies are able to refer to Catholic Charities' *Hogar Immigrant Services*, a BIA accredited agency, to serve client ELT and immigration needs (Supplemental 7-A). Additionally, The Virginia Refugee Student Achievement Project, funded by VA ONS, helps to ensure the health of the family by helping children of BTB clients to stay in school and do well academically and socially. Another complementary MRS program, "Parishes Organized to Welcome Refugees," (POWR) seeks to educate faith communities and schools about refugees and engage them in supporting the resettlement process. In the past year, a broad range of faith communities have assisted through the POWR project. These include thirty Catholic churches, a mosque, a Lutheran church, a Church of Latter Day Saints, three Baptist churches, a Universalist Church, and an Anglican church yielding in excess of \$250,000 in financial and donations support and hundreds of volunteer service hours.

Refugees throughout Northern Virginia confidently seek the unparalleled services of the

BTB program because they have seen the results of our services and know that they can count on our caring staff to provide the best assistance and advice in all of Northern Virginia.

1.c. DESCRIPTION OF PROPOSED PROGRAM - Need for Services Proposed

According to a June 18th report by the U.N. High Commissioner for Refugees, there are 15.2 million refugees worldwide. Current State Department predictions put the number of U.S. resettlements at 54,000 this year and, of these, 1,800 are expected to resettle in Virginia with slightly less than half expected in Northern Virginia. For the coming year, CCDA MRS is slated to resettle 350 refugees with the full spectrum of resettlement services and also expects to assist hundreds of Ethiopian asylees in Northern Virginia. During the next few years, the majority of refugees in the BTB service area are predicted to be arriving from Iraq, Afghanistan, Bhutan, Ethiopia, and Eritrea with smaller numbers arriving from Iran, Liberia, Sudan, Somalia, Sierra Leone, the Democratic Republic of Congo, Cuba, and China.

Fleeing their homes due to a "well-founded fear" for their lives, refugees arrive alone and afraid, carrying with them memories of persecution and the atrocities of war. As victims of physical and/or emotional trauma, they often require extensive logistical, medical, and emotional support just to become functional. Additionally, all refugees confront vast cultural and linguistic differences upon arrival in America.

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In recent years, we have identified a number of challenges that we *must* address for clients to succeed. We are expanding and enhancing our service menu in response to these challenges.

One recurring challenge is that of highly educated, urban professionals who arrive with preconceived expectations for their intial resettlement. These misconceptions about the reality of life in the U.S. are often held by Iraqi refugees, who served as interpreters for U.S. Armed

Forces. These refugees arrive with the misunderstanding that they will have privileged treatment upon arrival in America. They often eschew cultural orientation and pre-employment training because they believe that they already know the information that will be presented. They often prefer to wait months for the "perfect" job rather than take a "survival" job while pursuing the recertification process required for that "dream job." Response to challenge: Our enhanced menu requires mandatory cultural orientation and adjustment services along with pre-employment training services to such refugees. MRS trained "Cultural Ambassadors" who share a common cultural and linguistic background with the client would be especially helpful as they could share their own personal experience of resettlement and troubleshoot solutions with clients. "Cultural Ambassadors" could also relay the information that recertification is a time consuming and expensive process and that it is necessary to get a "survival" job during the recertification process.

At the other extreme, we encounter completely uneducated and under-educated refugees who are illiterate in their native language and arrive with no English language skills. Women who have worked only inside the home and individuals from rural migratory backgrounds, such as shepherds, are included in this group. While they often do have transferrable skills, they lack the confidence in communicating these skills to the employer. Response to challenge: Intensive ELT and tutoring, one-on-one assistance from a Cultural Ambassador, and extended cultural orientation/adjustment services to re-establish confidence in communicating. These clients will also receive enhanced pre-employment training to improve non-verbal communication and "soft skills."

Older refugees present another unique challenge. In many cultures, elders are to be "repaid for the sacrifices they made" while raising their children. Adult children repay their parents by supporting them and caring for them in their home. Our efforts to encourage employable older clients who are not yet 65 years old, are met by solid resistance from both the clients and their adult children. Additionally, significant resistance is present in these older refugees, who do not find value in learning English because they believe their place is in the home. Response to challenge: Our enhanced service menu will provide these clients with the benefit of extended cultural orientation and adjustment services and assistance from Cultural Ambassadors. Such clients will be referred to County Offices on Aging and Senior Centers such as CCDA's own COA accredited St. Martin de Porres Senior Center as well as ELT classes specifically for older refugees organized at a Mutual Assistance Associations (MAA) hall.

Another effect of culture on employment occurs at the opposite of the age spectrum. The belief that young children ought to be cared for in the home by their own mother is a cultural norm for almost all of our refugee clients. As such, most families are completely resistant to putting their children into daycare. Even when they are convinced of the need, the cost of daycare relative to the average starting salary of a refugee woman, cancels out financial benefits. This is especially true if there is more than one child that is not yet of school age. When, on the rare occasion, the economics of childcare for the working mother are favorable, monumental domestic issues often arise as traditional gender roles are up-ended. Response to challenge: Cultural Ambassadors will promote the participation in external childcare as a means of allowing the mother to participate and contribute to the economic self-sufficiency of the family. Families will be referred to culturally and linguistically matched childcare providers.

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The lack of U.S. employment history and references poses challenges for all of our clients as they seek employment. American employers value and trust experience in the U.S. over experience in other countries. This makes first impressions, manners, work ethic, and

successful performance on the first job even more critical. Response to challenge: All clients would benefit from extended pre-employment orientation including discussion about work ethics in the "starter" job as related to work history and references.

Nearly all of our clients also encounter difficulties becoming accustomed to the U.S. workplace environment. Response to challenge: Establishing a "job club support group," moderated by a Senior BTB staffer, would be beneficial to refugees who are employed but struggling. Hearing that many challenges are common to all newcomers will encourage employment retention. Cultural Ambassadors will also be of assistance.

1.c.i. Community Relationships

Community resources for newcomers in the BTB service area are abundant and we work with over 100 different entities who assist our clients along the resettlement continuum including, but not limited to: all social service providers in the BTB service area; all health departments in the BTB service area; all public schools in the BTB service area; mental health providers; low cost dental clinics; Mutual Assistance Associations; ethnic media outlets; diverse faith communities; food banks; low cost vocational training programs; ELT providers; landlords; and employers. Workforce Investment Act Partners also include The Virginia Community College System; VA Department of Rehabilitative Services; The *Title V* Older Workers Program; Adult Education Program; and the Alexandria Redevelopment and Housing Authority. (Full list of community linkages in Supplemental 5- E).

BTB's recently established relationship with Islamic Relief USA (IRUSA) means that MRS' sizable Muslim client population will have access to culturally and linguistically appropriate financial literacy education and assistance in attaining affordable housing and developing small businesses. Through IRUSA, matching-dollars will be made available to

selected newly employed refugees through Individual Development Fund (IDF) accounts. Such community collaborations, not only ensure that there is no "double dipping" into federal funds, but also allow us to stretch our funding, a practice which we believe is good stewardship of federal funds.

Interagency cooperation among service providers in Northern Virginia is extensive and generally consists of open and ongoing communication, reciprocal activities such as referrals and follow-up, collaborative planning and resource development, and coordinated implementation of programs. The level of host community commitment is demonstrated by the extensive array of community and government agencies that work with BTB to serve refugees (see Letters of Support).

1.c.ii. Staff Justificiation

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The staffing plan for RSS and TAP together provides for 13 staff fully-paid by the BTB program and 5 paid partially through BTB Program (see Program Budget). The relationship between the services and the staff is as follows: 1) All MRS Programs fall under the direction of MRS Director; 2) MRS Associate Director supervises the BTB Program except in the Fredericksburg office where the Program Manager reports to MRS Director; 3) BTB Employment Services Coordinator reports to Assoc. Dir.; 4) BTB Employment Services Coordinator oversees all BTB staff and program activities ensuring smooth, seamless delivery of direct and referred services; 5) Fredericksburg Program Manager oversees Fredericksburg Employment Specialists; 6) 10 BTB Employment Specialists are responsible for: client intake/assessment including CRP; referrals for Employment & Employability services and ELT; referrals; timely submission of client data into VNIS system; job development; full range of pre to post-employment placement services, providing interpretation for and transportation to job

interviews; and ensuring successful cultural orientation and integration through case management services (Staff locations: 3 in Arlington, 1 in Alexandria City, 2 in Alexandria - South County, 1 in Fredericksburg, 1 in Falls Church, 2 in new Western Ffx Count/Loudon Ofc); 7) 1 (ELT coordinator will conduct ESL programs throughout hub office) Training Specialist will conduct trainings for clients throughout hub offices; 8) Volunteer and Resource Specialist will conduct volunteer intake/trainings, collect resources; 9) 1 Business Liaison will create and strengthen business relationship with employment specialists and clients 10) 1 Program Assistant in Arlington will provide clerical/budgetary support for BTB program.

1.c.iii. Data Collection

Client and program data is collected during each call/visit with each client and entered into a Comprehensive Resettlement Plan (CRP). Client data is secured in file cabinets and on a secure network and is used to set client goals and evaluate client progress. Program data is methodically analyzed weekly, monthly, quarterly, and annually by BTB management to assess agency progress toward outcome goals.

During intake, BTB staff discuss with eligible clients the services provided through the BTB Employment Programs. If, after completion of the CRP, it is determined that the refugee has particular employment challenges (e.g. the client is a single mother, has an advanced degree, is of advanced age, or is a secondary migrant), that client will be placed in the TAP program.

More than just a "road map," the CRP is the fundamental document that guides our services to all BTB clients. We view the CRP as a vital document – a living guide that articulates, in confidence, the ever-evolving paths that might be taken by the client throughout the service process. As such, it is of utmost importance that the CRP be re-visited each time the client calls or presents for assistance. Of equal import, is our steadfast belief that the client must

"own" their CRP. That is, the client must both have in their possession an updated copy of the CRP at all times (as copied for them by their employment specialist at each visit) and the client must be on board with the plans stated in the CRP. Without this sense of ownership, client progress is inevitably slow as clients see the CRP as a document imposed upon them. It is of utmost importance for the client to feel empowered by this document as so many of our clients arrive completely disempowered by governments that imposed plans upon them leaving them existing liminally for years. In order for the client to become self-sufficient and truly integrated into their new community, it is imperative that the client be empowered with the responsibility of controlling the trajectory of their own life as reflected in the CRP. It should also be noted that, although the end goals should rarely change, we are thoroughly committed to recognizing the entirety of the person in regards to personal and familial circumstances and progress as documented in the CRP. And, if it should become apparent in the process of client-case manager dialogue that the latest version of the CRP is not accurately reflecting past or present experience, progress or circumstances, the CRP will be revised to reflect updated/correct data.

The BTB Partners are already linked to the VNIS system and commit to timely data entry and management of data in VNIS and VNIS trainings/user-acceptance testing activities.

1.c.iv. Volunteer Support

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A large base of approximately 100 trained volunteers who have successfully completed national background checks work as cost-effective support to BTB clients (see Attachment 6).

1.c.v. Staff Diversity

BTB strives to have a staff that reflects the cultural diversity of arriving refugee populations so as to ensure the availability of linguistically and culturally appropriate services. At this time, the Partner agencies together employ 26 staff members who collectively speak over 20 languages,

and represent 15 cultures and five world religions. Presently, 80% of Partner agencies' current staff mirror the ethnicities of the clients they serve and 85% of the religions and languages of current client populations are also represented on staff. With many of the staff being former refugees themselves, they are keenly aware of the challenges newcomers face when coming to Virginia. The Partners have successfully served clients from more than 62 countries, speaking 40 different languages, and adhering to 8 world religions. As over half the staff are themselves women, women are served with as much respectful attention as are men. BTB balances the expertise of current staff with newly hired staff to serve newly arriving refugee groups through MRS' written new hire orientation, CCDA's new hire orientation, ongoing on-the-job training, and monthly All Staff training (see Supplemental 5-C, Staff Trainings).

1.c.vi. BTB Relationship with DSS

BTB Employment Specialists are in constant contact with clients and their case managers at local county and city DHS/DSS offices. Formally, the "Refugee Social Services Employment Program" (RSSEP) Form ensures that refugees enrolled in RCA or TANF are referred to BTB for employment services. Daily communication between BTB staff and DHS/DSS ensure that services are tailored to meet the needs of each individual/family. Typically, a BTB employment specialist transports the client to DSS/DHS appointments and may interpret if needed. Ongoing communications between BTB and DHS/DSS ensure non-duplication of services.

1.c.vii. Linkages with Health Care Providers

The BTB Program maintains extensive linkages with local health, mental health, and dental care providers throughout the BTB service area and constantly seeks to expand linkages with providers who are culturally and linguistically competent to provide services to our clients. These linkages include local hospital systems (all use the "language line" to ensure that all health

needs are understood and appropriately addressed) free and nominal fee community health clinics, mental health services (including Catholic Charities' Family Service locations throughout the BTB service area), and physicians and mental health professionals with specific language and cultural capacities. As a participant in the ONS Health Liaison Program, BTB's Health Liaison worker also has greatly assisted in developing health resources for clients also (see Supplemental 5-E).

c. Description of Proposed Program - Service Plan

Through this proposal BTB requests \$845,900 for RSS clients and \$235,000 for TAP clients. These amounts correspond directly to the percentage of refugees in the BTB geographical service area and this funding level will maximize the effectiveness of the BTB Program. The project will provide 856 (700 RSS, 156 TAP) refugees per year with a complete spectrum of employment services and all of the other services necessary to achieve self-sufficiency and full integration into the community (Attach A). The enhanced BTB program is poised to swing into action promptly. New positions brought on board will be ready to commence services within 30 days of notification of funding.

1. Case Management

Goal: Work with 856 (700 RSS/156 TAP) clients/year to complete Comprehensive Resettlement Plan (CRP), establish, tracking goals, and troubleshooting obstacles and connecting client with all services needed to assist with self-sufficiency and integration.

Service Strategies:

- a. One BTB Employment Specialist shall be assigned to each family and shall work with client to develop a CRP*
- b. BTB Employment Spec. shall assess client needs in relation to entire family needs to ensure

- that service considerations address entire household and encourage well-being of the family
- c. Employment Spec. shall solicit input from all adult family members of client to bolster trust and confidence, community assimilation, and support sound-decision making
- d. Employment Spec. shall monitor progress toward goals identified in the CRP, document on CRP, and provide a copy to the client at each visit.
- e. Employment Spec. shall identify needed support services and shall refer to such services
- f. Employment Spec. shall complete and continuously update CRP for each client, maintain case file, and submit data on VNIS in timely manner.
- *The CRP is constantly adapting to client situation. If the client has not achieved self-sufficiency after 12 months, there will be a complete reassessment of client status with the development of a new CRP.
- Outcome: 100% of 856 clients (700 RSS, 156 TAP)/year shall be assisted with attaining self-sufficiency goals and connected with services needed for self-sufficiency and integration
- 2. Core Employment Services (ES) (provided concurrently with Case Management):*

Employment services are offered to refuges over the age of 19 and to those 16 – 19 who are not in school. We adhere to the following service priority: 10 Newly arriving refugees who are in the U.S. for less than 1 year; 2) Refugees on RCA or TANF; 3) Unemployed refugees not on cash assistance; and 4) Employed refugees who need to retain or upgrade their jobs. BTB is committed to gender equality and all programs are provided to women as they are to men.

- Goals: 1. Assist 856 (700 RSS, 156 TAP) refugees/year to prepare for and secure employment;
- 2. Average wage of \$10.00 (RSS)/\$9.75 (TAP) per hour for initial FT placement; 3. 85% of RCA
- enrollees shall be terminated from RCA within 4 months of BTB enrollment due to employment;
- 4. 85% of RSS and TAP jobs offer health benefits within 6 months of employment; 5. 85% of

RSS & TAP clients retain employment 6 months after placement

Service Strategies:

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- a. Pre-employment assistance development of an employability plan as part of the CRP
- b. Expanded and enhanced Pre-Employment Training (PET) A 5 day, mandatory "world of work" training utilizing a formal, written curriculum, prepares clients for the American workplace starting with an expanded and enhanced cultural orientation. Other topics include: conducting a job search in today's hi-tech world; assisting all clients to register for a free Google e-mail account; identifying skill sets; completing job applications accurately; resume assistance; interviewing effectively including discussion of body language in the interview; punctuality; workplace performance expectations; workplace relationships; personal hygiene and manner of dress; conflict resolution; and financial management. Presenters shall include local employers presenting choice of starter career paths and MRS' Cultural Ambassadors who will discuss cross-cultural and comparative work experience. Break-out sessions shall cover vocational terminology.
- c. Mobile employment services BTB employment specialists shall utilize laptop computers with wireless internet service and meet the client at their home or at a potential place of employment to alleviate early transportation challenges clients face
- 'd. Job search assistance collaborative process between BTB staff/volunteers teaching clients skills necessary to secure employment and the client agreeing to actively seek employment and report the securing of employment to BTB. May assist clients in completing job applications, compiling resume, interview prep, transporting to and interpreting at interviews
- e. "Cultural Ambassadors" individuals trained by MRS staff to "bridge the gap" between clients' native culture and American culture. Offer experiential knowledge of resettlement

- success from the cultural and linguistic perspective of the client.
- f. Job workshops hosted by "Cultural Ambassadors" and local professionals: Hosted in BTB's computer lab, these sessions support clients in smaller group settings developing resumes; completing online job applications; checking e-mail for responses to online job applications; interviewing skills/body language through mock interviews; and cross-cultural employment experiences and answers from a Cultural Ambassador. Sessions offered by Cultural Ambassadors are offered in client specific languages.
- g. Job Club Support Group: offered weekly to benefit refugees who are employed but struggling with workplace adjustment issues; moderated by Senior BTB Staffer.
- h. Job development includes BTB staff activities aimed at developing a broad base of employers with varying needs to which BTB staff can refer clients. Includes monitoring labor market trends in N. Virginia and ways to market our clients.
- Job referral includes alerting employer and client of a match between a position opening and qualified employment candidate and relaying all position details to the client
- j. Job placement unduplicated placement in unsubsidized job due to BTB referral of client to employer or due to a client utilizing the skills taught by the BTB program.
- k. Job follow-up services BTB staff follow-up with client and employer at 30, 60 and 90 days after placement to ensure satisfactory match between client/employer and serve as a liaison between client/employer, staff offer interpretation services or further cultural orientation services if necessary to improve match and enable client job retention.
- Job upgrade services for clients who are under-employed and not fully self-sufficient, BTB
 will help clients identify advancement or additional employment opportunities

Outcome: 856 (700 RSS, 156 TAP) refugee clients/year will achieve early self-sufficiency and

integration into their communities through employment with an average wage of \$10.00 (RSS)/\$9.75 (TAP) per hour for initial FT placement; 85% of RCA enrollees shall be employed and terminated from enrollment in RCA within 4 months of BTB enrollment; 85% of RSS and TAP jobs have health benefits within 6 months of employment; and 85% of RSS & TAP clients shall retain their jobs 6 months after placement

3. Employability Services (provided concurrently with Case Management and ES):

<u>Goal</u>: To fully identify needs beyond case management and ES that client needs to become self-sufficient and integrated into the community for 100% of 856 clients (700 RSS, 156 TAP) and to meet needs through BTB services or referral to community linkages

Service Strategies:

- a. Employability assessment services include aptitude and skills testing
- b. On-the-job-training resulting in FT, permanent, unsubsidized employment by same employer
- c. Vocational training for individuals with advanced degrees needing extra help to get jobs
- d. Skills recertification services* to allow highly educated clients to practice profession in U.S.
 *Must meet the criteria for appropriate training in Title 45, section 400.81(b) of the Code of Federal Regulations
- e. "Behind-the-Wheel" training and donated cars to benefit clients with exceptionally long commutes or in rare circumstances in which clients are not near public transportation
- f. Interpretation and translation assistance during interviews, client/employer mediation, etc.
- g. Childcare assistance including short-term supplements and referral
- h. *Transportation* to interviews, employability services, ELT, and other times when indicated for self-sufficiency and integration
- i. Assistance with obtaining Employment Authorization Document

- j. Assistance in meeting housing needs
- k. Immigration services
- 1. Youth services through VRSAP
- m. Information and referrals to support services and community resources

Outcome: 100% of 856 clients (700 RSS, 156 TAP) /year shall be assisted toward self-sufficiency and integration into their communities through Employability services provided by Partner agencies or through referrals to community linkages, with follow-through on all.

4. English Language Training (ELT) Provided concurrently with case management, ES and Employability Services:

Goal: 100% of 856 clients (700 RSS, 156 TAP)/year shall be referred for ELT skills assessment and 85% of all BTB clients (728 individuals) shall be enrolled in accredited ELT programs and shall successfully complete at least one level of the accredited curriculum

Service Strategies:

)

- a. All clients shall be referred to accredited* ELT program for standardized assessment
- b. Based on language level, client shall be referred to accredited* ELT training using accredited curriculum and COA or otherwise acceptably-certified instructor for ELT
- c. Trained volunteers/Cultural Ambassadors assist clients with vocational English
- d. Clients needing extra language practice shall be assigned trained BTB ELT tutor
- e. Case manager shall follow client progress to ensure that client progresses at least one level
- f. Childcare and transportation issues interfering with ELT class attendance shall be addressed *As determined by VA ONS ELT accreditation standards.

Outcome: 728 BTB clients shall have improve employment readiness, retention, advancement, and community integration through improved English skills.

1.c.viii. Program Evaluation: The monitoring and evaluation system for BTB measures quantity and quality of services: 1) Employment Specialists shall review each client case file/CRP weekly to assess client progress toward goals and submit monthly reports to BTB Program Manager; 2) All client data shall be entered into VNIS system by BTB staff in a timely manner; 3) BTB Employment Services Coord. shall analyze monthly Employment Specialist Progress Reports to determine program success; 4) BTB Employment Services Coord. shall conduct quarterly site visits including file reviews at each of the service hubs and outcome of site monitoring shall be reported to the Partner Agency Directors within one week; 5) BTB Employment Services Coordinator shall meet quarterly with Partner Agency Directors to evaluate program progress, troubleshoot problems, and adjust project plan, if needed; 6) Partner Agency Directors shall meet monthly to assess progress towards agreed Program outcome goals, evaluate the program, and troubleshoot problems; 7) In addition to daily informal communication and coordination of services, all BTB staff at each respective Service Hub shall meet weekly to discuss client/program progress, etc.; 8) Ongoing staff performance assessments shall be conducted by respective managers; yearly reviews of all staff shall be conducted by the respective Agency Director; 9) BTB Employment Services Coord. shall coordinate client, employer, and volunteer focus groups and surveys to provide feedback on BTB services and assess areas of improvement; 10) BTB Program Reports shall be submitted to VA ONS quarterly via VNIS and at end of contract period to ensure progress toward goals/determine ways services can be improved; 11) BTB Partner agencies are committed to providing Best Value Services and constantly evaluate client needs and are ever-adapting BTB services to more fully respond to these needs through ongoing education, training, dialogue, collaboration, and self-assessment, of and with clients, colleagues, volunteers, collaborators, and the community.

Attachme B1 Bu	B1 Budget Summary			
BUDGET SUMMA	SUMMARY - DSS FUNDS	RSS X	TAP	
CONTRACT PERIOD:	FROM 10/01/2012 TO 9/30/2013	CONTRACT NAME:CCDA, Migration & Refugee Services	ee Services	
RUDGETCATEGORY	J.	JUSTIFICATION	TOTAL DSS	SS
	(How α	(How costs were determined)	REQUEST	ь
SALARIES	Based on current pay scale of the CDA and City of Alexandria	y of Alexandria	φ	528,420.58
EMP. BENEFITS	Based on organizational policies and employer laws	laws	8	147,979.97
POSTAGE	Based on mailing costs between office and clients as well as office to office	nts as well as office to office	ь	700.00
RENT & UTILITIES	Partial rent for RT 1 and Fredericksburg offices & Tel.expenses	& Tel.expenses	4	40,240.00
EQUIPMENT	Maintenance on computers and copiers		ь	17,148.08
PRINTING	Training materials, Reports, Brochures, Outreac	Brochures, Outreach and Information relating to the BTB programs	69	15,000.00
CONSUMABLE SUPPLIES	Cost of necessary supplies for all the hubs		₩.	3,500.00
TRAVEL	Travel costs related to employment, ESL/Training and support services	ng and support services	↔	15,300.00
OTHER (Insurance)	Insurance for six (6) for Vehicles used for client Services	Services	€	3,611.37
OTHER (Professional Fee)	Memberships and professional services	•	\$	
Other (Client fund)	Short term training for clients such as ELT, Security traand hospitality and other employment related trainings	Short term training for clients such as ELT, Security trainings, CNA, Behind The Wheel, computer training and hospitality and other employment related trainings	ь	69,000.00
OTHER (Staff Develop)	BTB Staff training, seminars, dues and subscriptions	ptions	4	5,000.00
TOTAL REQUESTED FROM DSS			€9	845,900.00

*Awarded funds cannot be used to supplant existing funds

Attachme 3 2

TAP CONTRACTOR NAME: CCDA, Migration and Refugee Services RSS ITEMIZED BUDGET - SALARIES AND EMPLOYMENT BENEFITS FROM 10/01/2012 TO 9/30/2013 CONTRACTOR NAME: CCDA, Migration

SHIPS	HOLIRS	% OF TIME	ANNUAL	JAL	AMOUNT
SALANIES	PER WEEK	ON PROJECT	SALARY	IRY	REQUESTED
					FROM DSS
STAFF POSITION	40	20%	\$ 84	84,329.32	\$ 42,164.66
1. Seyoum Berhe, MRS CCDA Director (Affington)	9	20%		62.213.90	31,106.95
2. Derek maxfield, Associate Director	6	20%		45,225.00	\$ 22,612.50
3. Laura Collins, Program Manager (Fredericksburg)	\$ \$	80%		42.646.42	34,117.14
Kidane Lema, BTB Coordinator (Arlington)	9	%00		35 195 10	28,156.08
5.Alia Diab, Employment Specialist (Arlington)	40	%00% %00%		25 956 97	
6.Vacant, Employment Specialist (Arlington)	40	00.00			
7 Vacant Employment Specialist (Rt. 1 Alexandria)	40	%08	3	35,956.97	\$ 26,765.56
o Dilacional Bosnet Employment Specialist (Fredericksburg)	40	%08	\$	35,788.05	\$ 28,630.44
6. Dilplisad basilet, Employment Specialist (Rt 1 Alexandria)	40	80%	8	35,203.38	\$ 28,162.70
8. Warren Smur, Employment opposition	9	80%	<i>₩</i>	65,244.35	\$ 52,195.48
10. Rahim Aziz, Employment Specialist (Alex. JobLink)	1			2000	28 630 44
11. Aster Lebasu, Employment Specialist (Arlington)	40	80%	8	35,788.05	
12 Kira Hamrin Employment Specialist (Falls Church)	40	%08	*	35,788.05	\$ 28,630.44
12. Nig railin, Employment of the Control of the Co	40	80%	\$	35,956.97	\$ 28,765.58
13. Proposed, Employment Specialist (Loudell Alea)		%U8	69	35.956.97	\$ 28,765.58
14. Proposed, Employment Specialist (Dulles area and Western Fain		8			CF 05C FC
15. Proposed, Program Manager - Business Liaison	40	%08	8	39,025.16	31.027.10
Organia Drogram Manager - Fl T Coordinator	40	80%	8	39,025.16	\$ 31,220.12
10. Proposed, Frogram manager Est Community (Artington)	20	20%	*	17,893.82	8,946.91
17. Milena Majia, volumeer & Nesource opcoming (40	20%	€	35,128.56	\$ 17,564.28
18. Cartlin Kellegnan, Program Assistant (Almigrar)					
					528,420.58
TOTAL SALARIES REQUESTED FROM DSS					

EMPLOYEE BENEFITS					
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNT REQUESTED	
Seyoum Berhe	(# ABOVE)		2	TROM DOS	
	1	20%	6,451.19	en.	3,225.60
TICA	-	20%	3,373.17	1	1,686.59
TENSIONINE		20%	12.324.00	9	6,162.00
HEALTH INSURANCE		50%	51.12		25.56
WORKER'S COMPENSATION		20%	80.40		40.20
UNEMPLOYMENT	-	20%	04:00		2007
OTHER (life insurance)	-	.%09	279.12		139.56
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			22,559.01	11	11,279.50
STEENER BENEFITS					
1.	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNT REQUESTED	
NAME OF BENEFIT	(# ABOVE)			FROM DSS	
		20%	4.759.36	2	2,379.68
FICA	7	7001	2 489 56		1 244 28
PENSION/RETIREMENT	2	20%	2,400.30		75.1.50
HEAI TH INSURANCE	2	20%			
WODENS COMPENSATION	2	20%	51.12		25.56
WORNERS COMPLETED STATES OF THE STATES OF TH	2	20%	80.40		40.20
ONEMITED	6	20%	. 279.12		139.56
OTHER (Life & disability)	1		7 658 56	e	3.829.28
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS					
EMPLOYEE BENEFITS					T
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNI REQUESTED	
Laura Collins	(# ABOVE)				
ACIE ACIE	3	20%	3,459.71		1,729.86
DENSION/BETIREMENT	3	20%	1,809.00		904.50
LEAD INSTIDANCE	3	20%	•		
TEACHT INSOLVENCE	3	20%	51.12		25.56
WORNER & COMPENSOR	8	20%	80.40		40.20
ONEMPLOTMEN		7001	270 12		139.56
OTHER (life insurance)	6	%09	21.8.12		00.00
SO MORE CETEBOLICES STITUTED FOR SECTION OF			5,679.35	2	2,839.68
TOTAL EMPLOYEE BENEFILS REGUES IED FINGING CO.					

EMPI OVER RENEFITS				CHOSTICIA THICKIN
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNI REQUESTED
Kidane Lema	(# ABOVE)			FROM DSS
	4	80%	3,262.45	2,609.96
FICA	4	%08	1,705.86	1,364.69
PENSION/RETIREMENT	,	%U8	12 324 00	9,859.20
HEALTH INSURANCE	4	90.00	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	06 04
WORKER'S COMPENSATION	4	80%	21.12	CC 149
LNEWSCIGMENT	4	80%	80.40	64.32
	4	%08	279.12	223.30
OTHER (life insurance)			17 702 95	14,162.36
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			2016	
EMPLOYEE BENEFILS	STAFF POSITION			AMOUNT REQUESTED
NAME OF BENEFIT	(# ABOVE)	% OR RATE	ANNUAL COST	FROM DSS
	2	80%	2,692.43	2,153.94
FICA	ĸ	80%	1,407.80	1,126.24
PENSION/RETIREMENT		,000		•
HEALTH INSURANCE	22	80%	51 12	40.90
WORKER'S COMPENSATION	n	0/00		CC FS
TWENT THE PROPERTY OF THE PROP	2	%08	80.40	20:10
	5	80%	279.12	223.30
OTHER (life insurance)				
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			4,510.87	3,608.70
EMPLOYEE BENEFITS			1000	AMOLINT BEOLIESTED
NAME OF BENEFIT		% OR RATE	ANNUAL COST	FROM DSS
Vacant, Employment Specialist (Arlington)	(# ABOVE)			73 000 5
FICA	9	%08	2,750.71	10.002,2
TWOMEGON	9	%08	1,438.28	1,150.62
PENSION/RE INFINENT	9	%08	7,932.00	6,345.60
HEAL IN INCORAINCE	ď	80%	51.12	40.90
WORKER'S COMPENSATION		/600	80.40	80.40
UNEMPLOYMENT	9	80%	2.00	
	9	%08	279.12	223.30
OTHER (inte insurance)			12,531.63	10,041.38
TOTAL EMPLOYEE BENEFITS REQUESTED FROM USS				

		(
EMPLOYEE BENEFITS		1	TSOO INTINIA	AMOUNT REQUESTED
	STAFF POSITION	% OK KAIE	ANIMONE COO	O C C C C C C C C C C C C C C C C C C C
T Sneciplist (Rt 1 Alexandria)	(# ABOVE)			TROW DOO
Vacant, Employment Specialist (No. 1 Steament)		80%	2.750.71	2,200.57
FICA		200	1 438 28	1,150.62
PENSION/RETIREMENT	7	80%	07.004,	
	7	%08	7,932.00	6,345.60
HEALININSORAINCE	7	80%	51.12	40.90
WORKER'S COMPENSATION		%U8	80.40	64.32
UNEMPLOYMENT		200	070	223.30
OTUEB (ife insurance)	7	80%	21.8.12	
TOTAL TAND OVER DENIETTS RED JESTED FROM DSS			12,531.63	10,025.30
TOTAL EMPLOTEE BENETITS TOTAL STATES				AMOUNT DEGLIESTED
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	
	(# ABOVE)			FROM DSS
Dilprisau Basiler	α	80%	2,737.79	2,190.23
FICA		, , , ,	4 424 52	1,145.22
PENSION/RETIREMENT	80	80%	30.104,1	00000
	80	%08	8,232.00	00,000,0
HEALIHINSORANCE	α	80%	51.12	40.90
WORKER'S COMPENSATION		7000	80.40	64.32
INEMPI OYMENT	0	00.00		023 30
	8	80%	279.12	00:044
OTHER (life insurance)			12.811.95	10,249.56
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				
STIBENEE BENEEITS			1000	AMOLINT REDITESTED
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	
Warren Smith	(# ABOVE)			TROM DSS
	on	%08	2,693.06	2,154.45
FICA		%08	1.408.14	1,126.51
PENSION/RETIREMENT	50	200		
HEAI TH INSURANCE	6	80%		OB OV
	6	%08	51.12	
WORKER'S COMPENSATION	σ	80%	80.40	64.32
UNEMPLOYMENT		%U8	279.12	223.30
OTHER (life insurance)	0		4 544 00	3.609.47
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			201104	

CMD OVER BENEFITS				GHOTI OLG HILLOUS
- 1	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNI RECOESTED
NAME OF BENETI	(# ABOVE)			FROM DSS
	ç	80%		
FICA	2 9	7000	12 694 00	10,155.20
PENSION/RETIREMENT	01	00.00	20.00.51	07 967 07
DEALTH INSTIBANCE	10	%08	12,658.00	0,120.40
TOTAL TITLE OF THE PARTY OF THE	10	%08	153.29	122.63
WORKER'S COMPENSATION	10	80%	3,927.33	3,141.86
UNEMPLOYMEN	10	80%	368.03	294.42
OTHER (life insurance)			29 800 65	23,840.52
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				
STIBELIA STIBELIA				AND INT BEOLIECTED
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	AMOON! REGOES!ED
liedo lacto	(# ABOVE)		-	FROM DSS
Asiel Lebasu	;	80%	2,737.79	2,190.23
FICA		7000	1 424 52	1,145.22
PENSION/RETIREMENT	11	80%	10.104	
	11	80%		
HEALTH INSURANCE	11	80%	51.12	40.90
WORKER'S COMPENSATION	,	%08	80.40	64.32
UNEMPLOYMENT	=	200	070	223.30
OTHER (life insurance)	11	80%	71.8.17	00000
TOTAL EMPLOYEE RENEFITS REQUESTED FROM DSS			4,579.95	3,663.96
EMPLOYEE BENEFITS			TOOO 141 11111	AMOLINT REDITESTED
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	NO WOOD
Kira Hamrin	(# ABOVE)			2007
ACI H	12	%08	2,737.79	03.061
	12	80%	1,431.52	1,145.22
PENSICIANE	12	80%	300.00	240.00
HEALTH INSURANCE	5	80%	51.12	40.90
WORKER'S COMPENSATION	2 9	7000	80.40	64.32
UNEMPLOYMENT	77	00.00	210.40	223.30
OTHER (life insurance)	12	%08	21.8.12	
SSC MOde Certain Cra Certain			4,879.95	3,903.96
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				

EMDI OVEE RENEFITS					
	STAFF POSITION	% OR RAIE	ANNUAL COST	AMOUNI REQUESTED	
December of Employment Specialist (Louden Area)	(# ABOVE)			FROM DSS	
1	13	80%	2,750.71	2,20	2,200.57
FICA	13	80%	1,438.28	1,15	1,150.62
PENSION/RETIREMENT	5	80%	7.632.00	6,10	6,105.60
HEALTH INSURANCE	2 9	2600	E4 12	7	40.90
WORKER'S COMPENSATION	2	00.00	4 6		64 20
UNEMPLOYMENT	13	%08	80.40		26.96
OTHER (life insurance)	13	80%	279.12	22	223.30
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			12,231.63	82'6	9,785.30
EMPLOYEE BENEFITS					
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNT REQUESTED	
Proposed Employment Specialist (Dalls area & W. Fairfax)	(# ABOVE)			FROM DSS	
V J	14	80%	2,750.71	2,20	2,200.57
PENSION/RETIREMENT	14	80%	1,438.28	1,16	1,150.62
	14	80%	7,632.00	6,10	6,105.60
NOTE AS MADE NO CONTRACTOR	14	80%	51.12	4	40.90
WORKER'S COMPENSATION	14	80%	80.40	9	64.32
UNEMPLOYMEN	;	/600	270 12	22	223.30
OTHER (life insurance)	14	80%	71.0.17		
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			12,231.63	9,78	9,785.30
EMPLOYEE BENEFITS			1000	AMOLINT BEOLIECTED	
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNOAL COST		
Proposed, Program Manager - Business Liaison	(# ABOVE)			FROM DSS	
FICA	15	80%	2,985.42	2,38	2,388.34
PENSION/RETIREMENT	15	%08	1,561.01	1,24	1,248.80
HEALTH INSURANCE	15	80%	7,632.00	6,10	6,105.60
MORKER'S COMPENSATION	15	80%	51.12	4	40.90
INEMPI OYMENT	15	%08	80.40	9	64.32
OTUED (#6 incurance)	. 15	80%	279.12	22	223.30
SOU MOOD CERTAIN COLD CERTAIN OF COLD COLD COLD CERTAIN C			12,589.07	10,07	10,071.26
TOTAL EMPLOYEE BENEFILS REGUESTED TROM DOS					

EMDI OVEE BENEFITS					
	STAFF POSITION	% OR RE	ANNUAL COST	AMOUNT REQUESTED	
Proposed, Program Manager - ELT Coordinator	(# ABOVE)			FROM DSS	
FICA	16	80%	2,985.42		2,388.34
DEN SION RETIREMENT	16	80%	1,561.01		1,248.80
HEALTH INSURANCE	16	80%	7,632.00	·	6,105.60
WORKER'S COMPENSATION	16	80%	51.12		40.90
UNEMPLOYMENT	16	80%	80.40		64.32
OTHER (life insurance)	16	80%	279.12		223.30
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			12,589.07		10,071.26
EMDI OVEE BENEEITS					
	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNT REQUESTED	
Milena Majea	(# ABOVE)			FROM DSS	
FICA	17	20%	1,368.88		684.44
PENSION/RETIREMENT	17	20%	715.75		357.88
HEALTH INSURANCE	17	20%	•		
WORKER'S COMPENSATION	17	20%	51.12		25.56
UNEMPLOYMENT	17	20%	80.40		40.20
OTHER (life & Disability Ins)	17	20%	75.12		37.56
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			2,291.27		1,145.64
NAME OF BENEFITS	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNT REQUESTED	
Caitlin Kelleghan	(# ABOVE)			FROM DSS	
FICA	18	20%	2,687.33		1,343.67
PENSION/RETIREMENT	18	20%	1,405.14		702.57
HEALTH INSURANCE	18	20%	7,632.00		3,816.00
WORKER'S COMPENSATION	18	20%	51.12		25.56
UNEMPLOYMENT	18	20%	80.40		40.20
OTHER (life insurance)	18	20%	279.12		139.56
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			12,135.12		6,067.56

At ment B 3	Y	
ITEMIZED BUDGET -OTHER PROPOSED EXPENSES	PROPOSED EXPENSES RSS X TAP	1
FROM 10/01/2012 TO 9/30/2013	CONTRACTOR NAME: Catholic Charities, Migration and Refugee Services	fugee Services
LINE ITEM	JUSTIFICATION	PROPOSED DOSS FUNDS
	(How costs were determined)	
POSTAGE TOTAL		
Administrative		
Program	Mailing cost: between field office and main office, and clients and employers	700.00
RENT AND UTILITIES TOTAL		
Rent	Partial payment of the rental for the Rt. 1 and Fredericksburg offices	\$ 25,000.00
Telenhone	Partial payment of the telephone and internet services at Rt 1 and Fredericksburg offices Cellular phones to be used by Employment Specialists on work hours for client services	\$ 15,240.00
FOURMENT TOTAL	•	
Equipment Purchase	8 Lap Tops for employment Specialist for mobile services throughout NoVA	\$ 13,648.08
Equipment Rental	Copier lease and maintenance	3,500.00
PRINTING TOTAL		
Administrative		
Program	Training materials for PET, Reports, Brochures, Outreach and Information relating to the BTB programs	\$ 15,000.00
CONSUMABLE SUPPLIES TOTAL		
Office		
Program	All necessary office supplies for all the BTB sites	3,500.00
PAYA DENIESTED EDOM DEC		\$ 76,588.08
TOTAL REGUESTED PROM DSS		

Attachment B 3		
ITEMIZED BUDGET -OTHER PR FROM 10/01/2012 TO 9/30/2013	OPOSE	D EXPENSES CONTRACTOR NAME:Catholic Charities, Migration and Refugee Services
LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DOSS FUNDS
TRAVEL TOTAL		
Administrative	Expences realted to meeting witin the Nortehm Va region and Richmond, VA	300.00
Program	Travel costs related to employment, ESUTraining and support services. Expenses encored by usage of six (6) vehicles providing services to clients	15,000.00
OTHER TOTAL		
Insurance	Insurance for agency Vehicle used to provide sevices to clients	\$ 3,611.37
professional fee		
	Short term training for clients such as ELT, Security trainings, CNA, Behind The Wheel, computer training and hospitality and other employment related trainings	00'000'69
other (Staff Development	Staff training and necessary materials for staff development	\$ 5,000.00
other (specify)	Q.	
other (specify)		
TOTAL BEOLIESTED FROM DSS	Su	\$ 92,911.37

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Attachment B1 Budget Summary		
BUDGET SUMMARY - DSS FUN	FUNDS RSS TAP	×
CONTRACT PERIOD-FROM 10/01/2012 TO 9/30/2013	1 10/01/2012 TO 9/30/2013 CONTRACT NAME: CCDA, Migration & Refugee Services	rices
CONTRACT		
PI INCET CATEGORY	JUSTIFICATION	TOTAL DSS
2002100120000	(How costs were determined)	REQUEST
SALARIES	Based on current pay scale of the CDA and City of Alexandria	-
EMP. BENEFITS	Based on organizational policies and employer laws	\$ 39,725.29
POSTAGE	Based on mailing cost to clients and office to office	\$ 150.32
SEL III S LUBA	Partial rent for RT 1 and Fredericksburg offices & telephone expenses	\$ 11,230.56
	Saluto and conjers	\$ 2,941.20
EQUIPMENT	Maintenance on computers and copied of the BTB programs	\$ 13,000.00
PRINTING	Training materials, Reports, productions, outside the contract of the contract	
CONSUMABLE	Cost of necessary supplies for all the hubs	1,100.00
TRAVEL	Travel costs related to employment, ESL/Training and support services	
OTHER (Insurance)	Insurance for six (6) for Vehicles used for client Services	\$ 2,500.00
OTHER (Professional Fee)	Memberships and professional services Memberships and professional services Security trainings, CNA, Behind The Wheel, computer training	·
1	Short term training for clients such as LET, occasing and hospitality and other employment related trainings	
OTHER (Staff Develop)	BTB Staff training, seminars, dues and subscriptions	1,000.00
		235 000 00
TOTAL REQUESTED FROM DSS		

^{*}Awarded funds cannot be used to supplant existing funds

Attachme 3 2

× TAP CONTRACTOR NAME: CCDA, Migration and Refugee Services RSS ITEMIZED BUDGET - SALARIES AND EMPLOYMENT BENEFITS FROM 10/01/2012 TO 9/30/2013

7,805.03 9,045.00 144,702.63 7,157.61 7,805.03 7,191.39 7,191.39 7,191.39 2,684.07 5,269.28 16,865.86 9,332.09 8,529.28 7,039.02 7,191.39 7,157.61 7,040.68 13,048.87 7,157.61 REQUESTED FROM DSS AMOUNT 35,128.56 35,203.38 35,956.97 39,025.16 39,025.16 17,893.82 65,244.35 35,788.05 35,956.97 35,788.05 35,956.97 35,788.05 84,329.32 62,213.90 45,225.00 42,646.42 35,195.10 35,956.97 ANNUAL SALARY 4 49 ₩ 49 H 49 49 ON PROJECT % OF TIME 20% 20% 20% 15% 15% 20% 20% 20% 20% 20% 20% 20% 20% 20% 20% 15% 20% 20% PER WEEK HOURS 40 20 6 8 6 6 9 6 9 6 9 40 9 4 9 9 9 8 14. Proposed, Employment specialist (Dulles area and Westem Fairf 17. Milena Majia, Volunteer & Resource Specialist (Arlington) 8. Dilprisad Basnet, Employment Specialist (Fredericksburg) 9. Warren Smith, Employment Specialist (Rt 1 Alexandria) 10. Rahim Aziz, Employment Specialist (Alex. JobLink) 12. Kira Hamrin, Employment Specialist (Falls Church) 13. Proposed, Employment Specialist (Louden Area) 11. Aster Lebasu, Employment Specialist (Arlington) 15. Proposed, Program Manager - Business Liaison 18. Caitlin Kelleghan, Program Assistant (Arlington) 16. Proposed, Program Manager - ELT Coordinator 3. Laura Collins, Program Manager (Fredericksburg) 7. Vacant, Employment Specialist (Rt. 1 Alexandria) . Seyoum Berhe, MRS CCDA Director (Arlington) TOTAL SALARIES REQUESTED FROM DSS 5. Alia Diab, Employment Specialist (Arlington) 4. Kidane Lema, BTB Coordinator (Arlington) 6.Vacant, Employment Specialist (Arlington) SALARIES 2. Derek maxfield, Associate Director STAFF POSITION

		×			
EMPLOYEE BENEFITS	140121000	DE DATE	TSOO INTINA	AMOUNT REQUESTED	
NAME OF BENEFIT	(# ABOVE)	30%		FROM DSS	
Seyoum Berne	-	20%	6,451.19		1,290.24
FICA	,	20%	3 373 17		674.63
PENSION/RETIREMENT	-	2000	12 324 00		2.464.80
HEALTH INSURANCE		20%	54 10		10.22
WORKER'S COMPENSATION	-	20%	21.12		16.08
INEMPI OYMENT	-	20%	80.40		00.0
OTUCE (ife incirance)	-	20%	279.12		55.82
TOTAL FMPLOYEE BENEFITS REQUESTED FROM DSS			22,559.01		4,511.80
EMPLOYEE BENEFILS	INCITION TO THE	STAG GO %	ANNITAL COST	AMOUNT REQUESTED	
NAME OF BENEFIT	STAFF POSITION	2000		FROM DSS	
Derek Maxfield	(# ABOVE)	, ,	4 750 96		713 90
FICA	2	15%	4,739.30		01000
DENSION/RETIREMENT	2	15%	2,488.56		3/3.28
	2	15%			
HEAL IN INSURANCE	2	15%	51.12		7.67
WORKER'S COMPENSATION	,	15%	80.40		12.06
UNEMPLOYMENT		15%	279.12		41.87
OTHER (Life & disability)	7	0/0	7 678 56		1.148.78
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			000001		
EMPLOYEE BENEFITS				CETSELOGG FINIOWA	
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	FROM DSS	
Laura Collins	(# ABOVE)	2000	2 450 74		691 94
FICA	3	20%	3,438.71		361.80
PENSION/RETIREMENT	3	20%	1,809.00		00.100
HEALTH INSTIBANCE	3	20%	-		
MODINE COMPENSATION	3	20%	51.12		10.22
WORNERS COMPLETED STATES	3	20%	80.40		16.08
ONEMPLOTMEN	67	20%	279.12		55.82
OTHER (lite insurance)			5.679.35		1,135.87
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			2000000		

TASS OVER BENEFITS		(
(STAFF POSITION	% OR E	ANNUAL COST	AMOUNT REQUESTED
NAME OF BEIL	(# ABOVE)			FROM DSS
	4	20%	3,262.45	652.49
FICA	4	20%	1,705.86	341.17
PENSION/RETIREMEN I		7000	12 324 00	2.464.80
HEALTH INSURANCE	4	2079	2 4	2007
WORKER'S COMPENSATION	4	20%	21.12	0.02
INEMPLOYMENT	4	20%	80.40	16,08
ONLY CONTROL OF THE C	4	20%	279.12	55.82
			17,702.95	3,540.59
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				
MAME OF BENEFIT	STAFF POSITION			AMOUNT REQUESTED
MAINE OF BENEFIT	(# ABOVE)	% OR RATE	ANNUAL COST	FROM DSS
	5	20%	2,692.43	538.49
FICA	2	20%	1,407.80	281.56
PENSION/RETIREMENT		200%		
HEALTH INSURANCE	0 4	20%	51.12	10.22
WORKER'S COMPENSATION	,		07.00	28.08
UNEMPLOYMENT	2	20%	04.00	
OTTINE (166 incurance)	2	20%	279.12	55.82
				1,000
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			4,510.87	302.17
EMPLOYEE BENEFITS		DE DATE	TOOS INIIINA	AMOUNT REQUESTED
NAME OF BENEFIT	(# ABOVE)	% 25 AO %		FROM DSS
Vacant, Employment Opecialist (Alimgan)	9	20%	2,750.71	550.14
FICA	۷.	20%	1,438.28	287.66
PENSION/RETIREMENT		7000	7 932 00	1.586.40
HEALTH INSURANCE	٥	2070		2007
WORKER'S COMPENSATION	9	20%	51.12	10.22
INEMPLOYMENT	9	20%	80.40	80.40
	9	20%	279.12	55.82
OTHER (me magaze)			12.531.63	2,570.65
TOTAL EMPLOYEE BENEFITS REQUESTED FROM USS				

EMPLOYEE BENEFITS	STAFF POSITION	% OR, E	ANNUAL COST	AMOUNT REQUESTED	
NAME OF BEN	(A) (A) (A)			FROM DSS	
Vacant, Employment Specialist (Rt. 1 Alexandria)	(# ABOVE)		21.021.0		550 14
FICA	7	20%	2,750.71		1
FINDWIGHTON	7	20%	1,438.28		287.66
PENSION/AETREMENT	7	20%	7,932.00		1,586.40
HEALTH INSURANCE		20%	51 12		10.22
WORKER'S COMPENSATION	+	20%	1 0		16.08
- NEW O	7	20%	80.40		10.00
	7	20%	279.12		55.82
OTHER (inte insurance)			12,531.63		2,506.33
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS					
EMPLOYEE BENEFITS	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNT REQUESTED	
NAME OF BENEFIT	(# ABOVE)			FROM DSS	
Dilprisad Basnet	(2.000#)	7800	2 727 79		. 547.56
FICA	20	20%	2::0:15		0
FINAMEDIA	8	20%	1,431.52		286.30
PENSION/RE INFINENCE	80	20%	8,232.00		1,646.40
HEALTH INSURANCE		/000	£1 12		10.22
WORKER'S COMPENSATION	80	20%	21.15		18.08
	80	20%	80.40		9
UNEMPLOTMENT	80	20%	279.12		55.82
OTHER (life insurance)			42 844 QE		2.562.39
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			25,011,0,21		
STIENDI OVEE BENEETTS				AMOUNT BEOLIESTED	
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST		
Warren Smith	(# ABOVE)			TROM DSS	
	6	20%	2,693.06		538.61
FICA	σ	20%	1,408.14		281.63
PENSION/RETIREMEN!	o	20%	•		,
HEALTH INSURANCE	, ,	7000	51 12		10.22
WORKER'S COMPENSATION	D	20.00	0 40		16.08
INEMPLOYMENT	6	%0Z	000		EE 02
OTHER (life insurance)	6	20%	279.12		20.02
SOC MOCE CITIES (See See See See See See See See See S			4,511.83		902.37
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS					

STIEBLE SENERITS)		AND INTERESTED
EMPLOTEE BENEFITS	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNI REQUENIED
	(# ABOVE)			FROM DSS
Kanım Azız		/000		
FICA	10	20%		
	10	20%	12,694.00	2,538.80
PENSION/RE I REMENI	ç	%02	12.658.00	2,531.60
HEALTH INSURANCE	2 :	7000	153.70	30.66
WORKER'S COMPENSATION	10	20%	27.00	785 77
INEMPI OYMENT	10	20%	3,927.33	74,007
OTHER COMMENS	10	%02	368.03	(3.61
OTHER (life insulation)			29,800.65	5,960.13
TOTAL EMPLOYEE BENEFITS REQUESTED FROM USS				
STIBENEETS				AMOUNT BEOLIESTED
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	AMOON REGOLDED
	(# ABOVE)			FROM DSS
Asiei Lebasa	+	20%	2,737.79	547.56
FICA		7800	1 431 52	286.30
PENSION/RETIREMENT	11	20.70		
	11	20%	-	
HEALTH INSURANCE	11	20%	51.12	10.22
WORKER'S COMPENSATION	;	/000	80.40	16.08
UNEMPLOYMENT	11	20.70	0.00	C8 33
(egurance)	11	20%	71.677	2010
OTHER (III III III III III III III III III I			4,579.95	915.99
TOTAL EMPLOYEE BENEFILS REQUESTED TROM DOS				CLIFOLD THE COLOR
EMPLOYEE BENETILS	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNI REQUESTED
NAME OF BENEFIT	(# ABOVE)			FROM DSS
Кіга нашпп	42	20%	2,737.79	547.56
FICA	2		2 707	286.30
DENSION/RETIREMENT	12	20%	1,431.52	00004
	12	20%	300.00	60.00
HEALIHINGUKANCE	12	20%	51.12	10.22
WORKER'S COMPENSATION	ç	%00	80.40	16.08
UNEMPLOYMENT	71	20.00	270 42	55.82
OTHER (life insurance)	12	20%	21.8.12	
SOU MOOD CHEET STATE OF THE STA			4,879.95	975.99
TOTAL EMPLOYEE BENEFILS RECOESTED THOM DOS				

STIER TING TOTAL					
EMPLOYEE BENEFILS	STAFF POSITION	% OR.	ANNUAL COST	AMOUNT REQUESTED	
NAME OF DEN.	(# ABOVE)			FROM DSS	
	16	20%	2,985.42		597.08
FICA	16	20%	1,561.01		312.20
PENSION/KE LIKEMEN	16	20%	7,632.00		1,526.40
HEALIH INSURANCE	16	20%	51.12		10.22
WORKER'S COMPENSATION	16	20%	80.40		16.08
UNEMPLOYMENI	16	20%	279.12		55.82
OTHER (IIIe insurance)			12,589.07		2,517.81
TOTAL EMPLOTEE DENETTED NEGOCIAL CONTRACTOR OF THE CONTRACTOR OF T					
NAME OF BENEFIT	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNT REQUESTED	
Milesa Majes	(# ABOVE)			FROM DSS	
rio A	17	15%	1,368.88		205.33
TIAN TITLE CONTRACTOR	17	15%	715.75		107.36
PENSION/RETTENENT	17	15%			
NOTE TO THE PROPERTY OF THE PR	17	15%	51.12		7.67
WOLVER OF THE PROPERTY OF THE	17	15%	. 80.40		12.06
UNEMPLOYMENT	;	150/	75 12		11.27
OTHER (life & Disability Ins)		9/61			343 60
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			2,291.27		20.040
EMPLOYEE BENEFITS	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNT REQUESTED	
NAME OF BENETI	(# ABOVE)			FROM DSS	
	18	15%	2,687.33		403.10
FICA	82	15%	1,405.14	ŧ	210.77
PENSION/RETIREMENT	18	15%	7,632.00		1,144.80
HEALTH INSURANCE	18	15%	51.12		7.67
WORKER'S COMPENSATION	18	15%	80.40		12.06
ONLINE OF MENT	18	15%	279.12		41.87
OTHER (He Hadrange)			12,135.12		1,820.27
TOTAL EMPLOYEE BENEFILS REQUESTED THOM DOS					

Attached to a		
Atty ment b 3		
ITEMIZED BUDGET -OTHER PROPOSED EXPENSES	RSS TAP	×
FROM 10/01/2012 TO 9/30/2013	CONTRACTOR NAME: Catholic Charities, Migration and Refugee Services	Refugee Services
LINE ITEM	JUSTIFICATION	PROPOSED DOSS FUNDS
	(How costs were determined)	
POSTAGE TOTAL		
Administrative		
Program	Mailing cost: between field office and main office, and clients and employers	150.32
RENT AND UTILITIES TOTAL		
Rent	Partial payment of the rental for the Rt. 1 and Fredericksburg offices	80 070 a
Telephone	Partial payment of the telephone and internet services at Rt 1 and Fredericksburg offices Cellular phones to be used by Employment Specialists on work hours for client services	
EQUIPMENT TOTAL		
Equipment Purchase	2 Lap Tops for employment Specialist for mobile services throughout NoVA	1,600,00
Equipment Rental	Copier lease and maintenance	. 134120
PRINTING TOTAL		
Administrative		
Program	Training materials for PET, Reports, Brochures, Outreach and Information relating to the BTB programs	13,000,00
CONSUMABLE SUPPLIES TOTAL		
Office		
Program	All necessary office supplies for all the BTB sites	1,100,00
TOTAL REQUESTED FROM DSS		\$ 28,422.08

Attachment B 3		
ITEMIZED BUDGET -OTHER PR	THER PROPOSE	D EXPENSES CONTRACTOR NAME:Catholic Charities, Migration and Refugee Services
LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DOSS FUNDS
TRAVEL TOTAL		
Administrative	Expenses related to meeting within the Northern VA region and Richmond, VA	\$ 150.00
Program	Travel costs related to employment, ESL/Training and support services. Expenses encored by usage of six (6) vehicles providing services to clients	3,000.00
OTHER TOTAL		
Insurance	Insurance for agency vehicles that provide services to clients	\$ 2,500.00
professional fee		
	Short term training for clients such as ELT, Security trainings, CNA, Behind The Wheel, computer training and hospitality and other employment related trainings	
cilent tund		
other (specify)	Staff training and necessary materials for staff development	1,000.00
other (specify)		
TOTAL REQUESTED FROM DSS	SS	\$ 22,150.00

i

Budget Narrative

Catholic Charities, Migration and Refugee Services (CCD/MRS)

Breaking the Barriers (BTB) Program

A. Personnel:

MRS Program Director 70% is responsible for overseeing the BTB program and manages the program;

\$860,829

Associate Director 65% works closely with the director in managing all MRS programs including BTB Program except in Fredericksburg. He supervises the unit mangers including BTB coordinator. He is in charge of providing need assessment of MRS staff and leads the MRS staff monthly training, and conducts monthly safety of all MRS offices.

Fredericksburg program manager 70% is responsible for the day to day management of all the services in the Fredericksburg area.

BTB Employment Coordinator 100% day to day supervision of BTB staff in Arlington, Rt. 1 Alexandria, loudens, Dulles area and western Fairfax. He also manages data found in VINS for reporting and other needed information. He assists providing strong regional leadership in achieving the overall outcome goals of clients in Northern Virginia early self-sufficiency.

Proposed Business Liaison 100% will lead in building connections with businesses, researching the employment trends, training, building and strengthening relationship between businesses and our clients

ESL Coordinator (Proposed) 100% will provide assessment, referrals, training and reporting of ESL and closely work with HOGAR program in achieving desired outcome in providing ESL in the region.

Ten (10) Employment Specialists including two (2) newly proposed 100% will assess, prepare and place clients in jobs that assure self-sufficiency.

Volunteer and Resource Specialist (part-time 20hrs) 65% will provide Support Services for our clients in the area of housing, childcare and other challenges that hinder their success.

Program Assistant 65% provides office support needed such as managing supplies, answering phones, processing invoices and other office support.

B. Postage:

\$850

For mailing cost between field offices, main office and the state and clients

C. Rent and Utilities:

\$51,471

Covers partial rent of Rt1 Alexandria office, Fredericksburg and proposed service areas of Louden, Dulles area and Western Fairfax.

D. Equipment Purchase:

\$15,249

Purchase of nine (9) computers that will enable providing serves to all clients.

E. Equipment Rental:

\$4,841

Covers leases of copiers in all the CCDA/MRS offices

F. Printing

\$28,000

Includes flyers, program announcements, fiscal reports, Trimester reports, workshop, outreach and training materials, business cards and brochures.

G. Consumable Supplies:

\$4,600

File folders, printer papers, toner and other essential office supplies

H. Travel:

\$18,450

Covers transportation of clients to and from Pre-Employment Training, job search and interview.

I. Insurance:

\$6,111

Covers agency vehicles

J. Client Fund:

\$84,500

Covers clients trainings (i.e. CNA, Security, Computer, CDL, ELT and other short term trainings)

K. Staff Development:

\$6,000

Covers training of the staff on issues related to the client services for individual staff members for short-term client service related training and purchasing training materials; books and or CDs.

Refugee Social Services

\$845,900

Targeted Assistance Program

\$235,000

TOTAL

\$1,080,900.00

ATTACHMENT A



VIRGINIA OFFICE OF NEWCOMER SERVICES

PROPOSED PERFORMANCE GOALS

EMPLOYMENT

NAME OF APPLICANT: Catholic Charities, Migration and Refu	gee Services			
PROGRAM: RSS (Specify RSS or TAP)				
PERIOD: October 1, 2012 – September 30, 201	3			
PROPOSED FUNDING: \$845,900.00				
Unduplicated number of persons to be served with employment services	700_			
Number of all job placements	<u>595</u>			
Number of full time job placements				
Refugee Cash Assistance terminations due to				
Average hourly wage of all job placements	10.00			
Number of full time job placements that offer health benefits within 90 days after employment	_430			
Number of jobs in which client placed is still 855employed 90 days after placement (Employment Retention)	_506			

ATTACHMENT A



VIRGINIA OFFICE OF NEWCOMER SERVICES

PROPOSED PERFORMANCE GOALS

EMPLOYMENT

NAME OF APPLICANT: Catholic Charities, Migration and Refugee Services				
PROGRAM: (Specify RSS or TAP)				
PERIOD: Oct	ober 1, 2012 – September 30, 201	3		
PROPOSED FUNDING: \$23	5,000.00			
Unduplicated number of person employment services	ns to be served with	<u>156</u>		
Number of all job placements	Number of all job placements 133			
Number of full time job placements <u>113</u>				
Refugee Cash Assistance terminations due to earnings through job placements				
Average hourly wage of all job	placements	9.75		
Number of full time job placeme health benefits within 90 days a		96		
Number of jobs in which client pemployed 90 days after placem (Employment Retention)		<u>96</u>		

ATTACHMENT J

Proposal Checklist

Description	Included	Not Included
Compliance Cover Sheet (Signed)		
(ATTACHMENT K)	X	
Completed Application Checklist (This Page)	X	
Description of Proposed Project		
(Narrative – 20 Page Maximum)	X	
Proposed Employment Outcome Goals (Attach A)	X	
Budget Forms (Attachment s B1, B2, B3)	Х	
Budget Narrative attached to Budget	Х	
Fiscal Letter from Agency Head	X	
Organizational Chart	X	
Job Descriptions	X	
List of Current Board Members		
(non-profit applicants only)	X	
Letters of Support or Interagency Agreements	X	
Job Descriptions	X	
Copy of Confidentiality Policy	X	
Program assurances (ATT C signed)	X	
Signed Assurance, Non-construction Programs (Attachment D)	Х	
Signed Certification Regarding Lobbying,		
Debarment, and Drug free Workplace (Attach E)	x	
W-9 Form (Attachment F)	X	
FFATA Sub-Recipient Data Form		
(Attachment G)	X	
State Corporation Form (signed Attach H)	X	
Certificate of Incorporation from the State	X	
Corporation Commission		
(non-profit applicants only)		
501©3 Certification from the IRS		
(non-profit applicants only)	X	
Copy of Most Recent Audit	X	
One complete copy of the RFP (pages 1-44)		
(Attached to Original Only)	x	
Pre-Proposal Conference Form (Attach I)	X	



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

May 29, 2012

Addendum No. 1 to all Offerors:

Request for Proposals: CVS-12-0089

Titled: Virginia Refugee Resettlement Program

Dated: May 25, 2012

Proposals Due: 4:00 pm, June 29, 2012

Pre-proposal Conference: 10:30 am, June 13, 2012

The above is hereby changed to read:

The purpose of this addendum is to correct information relating to the date and time of the mandatory pre-proposal conference:

- Reference RFP, Page 29, Section IX: First Paragraph, first sentence, Delete the words "June 12, 2012 from 1:30 PM to 3:30 PM" and replace with the words "June 13, 2012 from 10:30 AM to 12:30 PM."
- Reference RFP, Page 29, Section IX: Second Paragraph, fourth sentence. Delete the sentence in its entirety and replace with "No one will be admitted after 10:45 AM."

Note: A signed acknowledgment of this addendum must be received by this office attached to your proposal. Signature on the addendum does not substitute for your signature on the original proposal document. The original document must also be signed.

Robert Earley, Contract Officer

Cathelic Christian Diocuse of Arlington

Jame of Firm

Residad & CEO

ignature and Title

Date 6/28/2012



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

June 13, 2012

Addendum No. 2 to all Offerors:

Request for Proposals: CVS-12-089

Titled: Virginia Refugee Resettlement Program

Dated: May 25, 2012

Proposals Due: 4:00 pm, June 29, 2012

Pre-proposal Conference: 10:30 am, June 13, 2012

The above is hereby changed to read:

The purpose of this addendum is to replace the original RFP in its entirety and replace with a revised RFP titled "Virginia Refugee Resettlement Program – Version 2." A list of changes to the RFP is attached.

Note: A signed acknowledgment of this addendum must be received by this office attached to your proposal. Signature on the addendum does not substitute for your signature on the original proposal document. The original document must also be signed.

Robert Earley, Contract Officer

(intric Charles Discose A Arrington

Name of Firm

Pasido d (E)

Signature and Title



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

June 19, 2012

Addendum No. 3 to all Offerors:

Request for Proposals: CVS-12-089

Charlies Diocese of Aplianta

Titled: Virginia Refugee Resettlement Program

Dated: May 25, 2012

Proposals Due: 4:00 pm, June 29, 2012

Pre-proposal Conference: 10:30 am, June 13, 2012

The above is hereby changed to read:

See attached Changes to RFP

Note: A signed acknowledgment of this addendum must be received by this office attached to your proposal. Signature on the addendum does not substitute for your signature on the original proposal document. The original document must also be signed.

Robert Earley, Contract Officer

1-0

Signature and Title

Date

VIRGINIA DEPARTMENT OF SOCIAL SERVICES Virginia Office of Newcomer Services



Announces A Request for Proposals (RFP)

For Funding Under the

Virginia Refugee Resettlement Program

RFP NUMBER:

ISSUE DATE:

TITLE:

CVS-12-089

May 25, 2012

Virginia Refugee Resettlement

Program (VRRP)

COMMODITY CODE:

LOCATION:

INITIAL CONTRACT PERIOD:

PROPOSAL DUE DATE AND TIME:

ISSUING AGENCY:

952-75

Statewide

October 1, 2012 to September 30, 2013

June 29, 2012 - 4:00 p.m.

Commonwealth of Virginia

Department of Social Services

Office of Newcomer Services-15th Floor

801 East Main Street

Richmond, Virginia 23219-2901

Sealed Proposals will be received until June 29, 2012 at 4:00 p.m.

Proposals received after the deadline will be returned without consideration. Send by U.S. mail or private mail carrier or hand-deliver directly to:

VDSS - Office of Newcomer Services

ATTN: Brent Sutton

801 East Main Street - 15th Floor

Richmond, VA 23219-2901

A MANDATORY pre-proposal conference will be held on Wednesday, June 13, 2012 at 10:30 a.m. at the Virginia Department of Social Services, located at 801 East Main Street, Richmond, VA 23219-2901. Proposals will not be accepted by offerors who do not attend this mandatory pre-proposal conference

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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REQUEST FOR PROPOSALS (RFP) RFP No. CVS-12-089

May 25, 2012

Issue Date:	May 25, 2012	
Title:	Refugee Resettlement Program	
Commodity Code:	95275	
Location:	Statewide	
Contract Period:	October 1, 2012 - September 30, 2013 (Renewable)	
Sealed Proposal Due Date & Time:	June 29, 4:00 p.m. Eastern Time	
Issuing Agency:	Commonwealth of Virginia Department of Social Services Office of Newcomer Services 801 East Main Street, 15 th Floor Richmond, VA 23219-2901	
SEALED PROPOSALS ARE TO BE M	AILED OR HAND DELIVERED TO THE ABOVE ADDRESS.	
Proposals for providing the services described herein will be received subject to the conditions cited herein until the proposal due date and time shown above. PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION. DO NOT FAX OR E-MAIL. All inquiries for information should be directed to Brent Sutton: Phone: (804) 726-7928 Email: brent.sutton@dss.virginia.gov In compliance with this Request for Proposals (RFP) and to all the conditions imposed therein and hereby incorporated by reference, the undersigned Applicant agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation		
	Date:	
(Name of Organization) (Address – Line 1) (Address – Line 2)	Signature: Printed Name: Title:	
ZIP Code:	Phone: ()	
Facsimile: ()	E-mail:	

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Mandatory Pre-proposal Conference: A mandatory pre-proposal conference will be held on June 13 from 10:30 am to 12:30 pm at the Virginia Department of Social Services, 801 East Main Street, Richmond, VA. See Section IX contained herein.

A. Applicant Eligibility

Community-Based Organizations, Non-Profit Organizations, and Public Agencies with experience in providing a range of employment services along with other supportive services to refugees are invited to respond to this solicitation. All non-profit agencies must be incorporated in the State of Virginia and hold, or be in the process of securing, IRS tax status of 501(c) 3. All public agencies must include the Commonwealth of Virginia in their area of jurisdiction. Applicants to this RFP must:

 have verifiable, successful experience operating a similar employment project within the past five years;

have a facility with capacity to reasonably and effectively provide services to diverse refugee populations. ONS reserves the right to inspect any facility or space in which services are rendered in order to verify its suitability; and

 include in their proposal descriptions of previous experience that uniquely qualifies their organization to provide the proposed services.

B. Eligible Individuals to Be Served:

Individuals eligible for services under the federal Refugee Resettlement Program, applicable to Virginia, are those individuals that have been given official designation from the Department of State, Department of Homeland Security, or the Office of Refugee Resettlement. Individuals that can be served are: refugees, asylees, Cuban/Haitian entrants, Iraqis or Afghans with Special Immigrant Visa (SIV) status, certain Amerasians, unaccompanied refugee minors including Special Immigrant Juveniles, and victims of human trafficking and/or torture.

In order to be eligible to be served by the funds allocated in this RFP – RSS and TAP Programs – an individual must provide documentation that he or she has been given one of the official designations as indicated by their immigration status. When used in this RFP, the term "refugee" refers to anyone who possesses any of the statuses listed below:

- <u>Refugee</u> a person who is outside his/her country of origin because of a well-founded fear of persecution due to race, religion, nationality, political opinion, or membership in a social group. Eligible participants hold the legal immigration status of a refugee, which is granted before their arrival in the United States,
- Asylee a person who, either after arrival in the U.S. or at a border, demonstrated
 that he/she qualified under the "refugee" definition. Asylees do not enter the United
 States with the legal status of refugee, but rather apply for asylum after they have
 arrived. Asylum is adjudicated through immigration courts or judges. Once granted
 asylum, the individual is eligible for all services and support offered by VRRP.
- <u>Cuban / Haitian Entrant</u> a person from Cuba or Haiti who has been admitted or paroled into the United States under P.L. 96-422 or obtained that immigration status after arrival.
- Amerasian a person of American and Asian descent, especially one whose mother is Asian and whose father is American. Certain Amerasians from Vietnam are admitted into the United States as immigrants under the provisions of specific federal laws. These individuals were born in Vietnam after January 1, 1962, and before January 1, 1976, and were fathered by U.S. citizens. Eligible spouses, children, and parents or guardians also qualify for the program.
- Iraqi or Afghan with special immigrant visa (SIV) status a person who was
 granted SIV status under Section 8120 of P.L. No. 111-118, Department of Defense
 Appropriations Act, 2010. An Afghan or Iraqi with SIV status is eligible for refugee
 and entitlement benefits for the same time period as refugees.

Time Table also incorporates into the matrix the potential for non-federal funding sources as a part of the funding time continuum. This solicitation does not require matching funding. Nevertheless, all applicants must be mindful that non-federal funding sources, including in-kind and volunteer resources, are crucial if resettlement is to be successful at the local level.

The primary need this RFP meets is the provision of employment services and employability services, including English language training, that lead to employment as soon as possible after the eligible individual enters the contractor's caseload. Early employment leads to economic self-sufficiency for the family and increases the refugee's early integration into the community. Contractors that receive funds through this RFP will provide effective employment and employability services that are integrated into, and are a part of, cohesive and comprehensive resettlement services.

IV. Comprehensive Resettlement

A. Comprehensive Resettlement Plan

A guiding principle for refugee resettlement in Virginia is that refugees are best served by a community-based system of care that is comprehensive, coordinated, and responsive to the strengths and needs of eligible refugees and their families.

Successful resettlement requires that the physical and emotional well-being of refugees and their families are addressed in a positive way as services are being delivered. Successful resettlement also requires a comprehensive, planned approach that begins with case management that is carried out through management of a case plan. Office of Newcomer Services, with input from Virginia service providers, has developed a template that serves as a framework for case management. See Appendix B, Comprehensive Resettlement Plan (CRP).

The CRP sets the framework for case-managed service delivery to refugees in the Commonwealth of Virginia. The CRP is both a comprehensive and integrated approach to the delivery of refugee employment services. Successful applicants must ensure that all core employment services, including English Language Training (ELT) and other employability services will be provided within the context of a comprehensive case management approach to service delivery.

Comprehensive case management requires that the service provider do the following:

- Have established linkages with existing community service providers; a strategy for maintaining those linkages and creating additional linkages based on the client's service needs; and a mechanism for linking the client with other community service providers.
- Develop, jointly with the client and with each family member a <u>Comprehensive</u> <u>Resettlement Plan (CRP)</u> that both describes the refugees' individual employment, English fluency, education, and health needs; and incorporates a method to measure and track progress in each area for that individual.

NOTE: The CRP must define the strategies needed to meet the goals of economic self-sufficiency and all benchmarks that will measure a refugee's progress toward self-sufficiency. All service delivery plans submitted with applications to this solicitation must be consistent with the CRP template contained in the solicitation. Applicants

All service delivery plans submitted with applications to this solicitation must be consistent with the Virginia Model for Refugee Resettlement Model outlined here.

V. Desired Services

Part 400.140-400.156 of title 45 Refugee Social Services (RSS) of the Code of Federal Regulations enumerates those services that may be provided with RSS and TAP dollars. The services foster the idea of personal responsibility and promote the economic self-sufficiency of each refugee as soon as possible. For this reason, employment services that lead directly to employment are given first priority. (Reference Virginia Refugee Program Policy Manual @www.dss.virginia.gov/family/ons for a more detailed description of refugee social services)

A. Scope

All proposals must describe a service model that specifically provides employment services designed to assist refugees in securing employment. The key program components of the model consist of employment services provided concurrently with English language training (ELT) to help refugees become employed. All services delivered will be to those refugees formally enrolled in employment services by the contractor, and subject to the refugee household's Comprehensive Resettlement Plan. Such refugees are considered to be a part of Refugee Social Services Employment Program (RSSEP) which entails all services provided through Refugee Social Services (RSS) and the Targeted Assistance Program (TAP).

The scope of services and the services provided are identical for both RSS and TAP services.

B. Case Management

1. Services

CM services consist of, but are not limited to outreach, linking refugees to available resources, advocacy, counseling/guidance, continuing assessment of the refugee and his/her families needs and/or problems and providing services accordingly, monitoring progress toward established goals and objectives, and ensuring that all services are provided and performed by the refugee.

CM services focus on removing barriers; social adjustment; strengthening, supporting and promoting employment; helping refugees with their permanent status adjustment, ID card and employment authorization card; providing transportation, translation and interpretation services; and linking and/or helping refugees with utilization of other community services in order for the refugee to achieve and maintain economic self-sufficiency, family stability or well-being, and community integration.

and utilize a written orientation curriculum.

- c. <u>Job clubs and job workshops</u> are designed as support activities for persons who need the guidance of a workshop leader to improve job-seeking skills. Workshops provide activities such as preparing job applications, resume writing, job seeking methods, interviewing techniques and other related job seeking skills.
- d. <u>Job development</u> includes activities conducted on behalf of a particular refugee that are designed to locate suitable job openings for the individual and/or market the individual to employers. Activities also expand the number of potential employers for placements of refugees in full-time and part-time employment. Examples of job development activities might include resume writing, labor market analysis, and employer and client training on cross cultural differences on the job. After placement, an essential activity is an employer contact to assess employer satisfaction with refugee employees and to determine if additional assistance from the provider agency would improve employer satisfaction.
- e. Referral to job opportunities is the act of bringing to the attention of an employer a participant who needs a job and/or informing the participant of a suitable opening with the employer. A job referral should provide complete information to the refugee about the job, including the type of work, wage, benefits, hours per week, and other requirements.
- f. <u>Job search</u> is a supervised process that teaches job seeking skills and techniques and requires participants to actively seek employment. Examples of job search activities might include assistance in identifying types of employment to target and employers to contact, assistance in completion of job applications, job interview skills training, and arrangement of transportation to interviews. During job search, participants may also be assisted with filling out applications and development of resumes.
- g. <u>Job placement</u> is an unduplicated placement in an unsubsidized job as a result of either: 1) a documented referral by the service provider made on behalf of an individual to the employer (direct agency placement), or 2) a specific employment service provided by the service provider, but for which no specific documented referral was made to the employer by the service provider (obtained placement).
- h. <u>Job follow-up</u> consists of services to each refugee placed in employment and are designed to ensure employment retention. Follow-up is made at designated times and intervals with both the employee and the employer. Follow up must be an integral component of each refugee's employability plan in order to establish degree of progress toward service objectives. It should be an interactive process with the refugee in order to obtain feedback that is meaningful toward the goal of adjusting the employability plan if necessary.

F. Priority Order for Service Delivery

For all clients provided either RSS or TAP services, services must be delivered in the following priority order:

- All newly arriving refugees who have been in the United States for one year or less who apply for services;
- 2. Refugees on cash assistance (RCA), as well as refugees who are recipients of Temporary Assistance to Needy Families (TANF);
- 3. Unemployed refugees not on cash assistance; and
- 4. Employed refugees in need of services to retain employment, to attain job upgrades, or to attain economic independence.

In addition, all proposals must ensure that proposed programs will provide women the same opportunities as men to participate in all services funded under RSS and TAP.

G. Outcomes and Performance Measures

All proposed services to be delivered through this RFP are subject to outcomes and performance measures. Outcome goals are not simply targets; they are expectations of the measureable performance of service providers. All outcomes proposed by the applicant are subject to negotiation with ONS prior to the awarding of a contract.

1. Employment Services

A.1. Outcome Goals

There are five federally mandated outcome goals for the provision of Refugee Social Services and Target Assistance Program Social Services, as follows:

- Number of employment placements (placement of refugees in jobs.) For calculation purposes, a goal of full-time job placements is also required.
- 2. Number of cash assistance terminations due to earnings.
- 3. Average hourly wage at placement into a full-time job.
- 4. Number of employment placements in which the refugee is employed at any job on the 90th day after initial placement.
- 5. Number of employment placements offering health benefits.

All applicants must submit proposed outcome goals for each of the five indicators using **Attachment A, Projected Employment Goals** (Applicants applying for both RSS and TAP funds must submit separate forms for each.)

6. English Language Training (ELT) Performance Standards

A FLT/ESL Assessment

Performance Indicator	Performance Standard
Number of refugees enrolled in employment services that receive an English language assessment.	100% of all RSS and TAP recipients enrolled in employment services will be assessed using a state or nationally recognized/accredited ELT assessment tool.

B. Enrolled in ELT/ESL formal training

Performance Indicator	Performance Standard
Number of refugees enrolled in employment services and enrolled in ELT training.	75% of all refugees enrolled in employment services and enrolled in a state or nationally recognized or accredited ELT/ESL training must successfully complete, at least, one level of the accredited curriculum.

H. VNIS and Service Data Requirements

The Virginia Newcomer Information System (VNIS) is administered by ONS and is the chief means for capturing information on refugees. Data captured by VNIS includes refugee demographics, public benefits, employment activities, support services, and training.

Collected data is used to prepare required federal reports, assist ONS in supervision and monitoring of contracts, and evaluating the effectiveness of service delivery.

All applicants that receive funds will be required to enter into VNIS information on clients served and services rendered. All applicants awarded funds will be responsible for timely data entry and management of refugee and service data and they must participate in trainings and user-acceptance testing activities.

I. Staff Qualifications

Proposed staff must possess the linguistic and cultural competence to serve refugees and their families, and also have sufficient training and experience in their respective field. Proposed staffing levels and hours committed to RSS and TAP funded services must be sufficient for effective and uninterrupted service delivery.

VI. Proposal Preparation & Submission Instructions

A. General Instructions

Public and private, non-profit incorporated agencies and other organizations located within the Commonwealth of Virginia are welcome to apply for RSS and TAP funds.

In order to be considered for selection, applicants must submit a complete response to this RFP. Failure to submit all requested information may result in the purchasing agency requiring prompt submission of missing information and/or be given a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are

2. Term/Termination/Renewal

a) This RFP will apply for up to (5) years.

b) The term of the contract awarded under this RFP will be twelve (12) months.

c) The contract will be subject to termination by either party upon thirty (30) days advance, written notice of intent to terminate.

d) By mutual agreement, this contract may be renewed for an additional four (4) twelve (12)-month periods. Renewals will be based on these conditions:

 ONS receives additional federal and state funding to extend program operations. If additional funding becomes available, the list of contractors produced from this RFP may be relied upon for selection of additional contractors;

ii. The Contractor's project has achieved demonstrable success by meeting all of the Contract's project performance outcomes and

benchmarks:

iii. ONS continues to need the services purchased under this RFP.

e) Total funds requested in the proposal must be based on the proposed project from October 1, 2012 through September 30, 2013.

3. Funding Level

Responding agencies are advised to request levels of funding which will maximize their effectiveness for each proposed project.

NOTE: ONS reserves the right to recommend awards that are less than the funds requested.

4. Eligibility for Services

All persons provided services must belong to one of the groups identified in Section II B of this solicitation: <u>Eligible Individuals to Be Served</u>. Service providers have the responsibility to ensure that all persons provided services possess and present documentation, and that verification of documentation is kept on file.

5. Basis of Funding

Applicants applying for RSS and TAP funds **must only submit one proposal** for both programs; however two separate budget requests, one for RSS and one for TAP, must be submitted, as well as two separate proposed employment outcome goals, one for RSS and one for TAP.

Each proposal received, will be evaluated by a Review Committee based on the Specific Rating Criteria for the service proposed contained herein. Proposals that are substantially incomplete **WILL NOT BE** considered.

Funding awards are not final until approved by the Commonwealth of Virginia's State Refugee Coordinator.

1. Proposal Narrative Contents

Applicants must propose a well-designed program plan with a clear and compelling justification for the requested funds. The narrative must include the following:

a. Executive Summary – Organizational Capacity

Provide a one page overview of the proposed program, the organization's ability to carry out the proposed program, anticipated results, and the current and projected issues of refugee resettlement in Virginia. The Executive Summary is not included in the page number limitation.

b. Summary of Past Accomplishments – Organizational Capacity

If the organization currently receives ONS funds, provide a clear description of the accomplishments achieved to date in relation to the performance measures required by the grant that covers the current cycle.

c. Description of Proposed Program - Need for Services Proposed

Provide a work/service plan that is clear, concise, and gives evidence that it is thought out and well planned. Enough detail should be included to provide a picture of what services are proposed and what service strategies and approaches will be used. The plan must be consistent with the service priorities stated in this RFP, and include:

- i. The work/service plan must describe the methods and approaches by which the applicant documents and manages service delivery. The applicant must demonstrate the existence of community relationships and links to organizations that are part of a continuum of resettlement services that support and leads to a comprehensive approach to resettlement. Specific organizations should be named, including local departments of social services, local departments of health, one stop employment centers, and schools. Structured linkages, such as memorandum of agreement, that accompany the proposal should be referenced in the narrative
- ii. The work/service plan must establish a direct relationship between the services to be offered and justification for the staff identified in the applicant's proposal.
- iii. Applicants must describe how client and program data is currently collected, managed and used. All applicants awarded funds will be linked to the Virginia Newcomer Information System (VNIS), a statewide computer-based refugee data management system. Each applicant will be required to demonstrate that it has the computer and staffing capacity to be part of VNIS.
- iv. Applicants should briefly describe any volunteer support required in the delivery of services, and provide supporting documentation that matches the narrative.
- v. The proposal must show that the applicant's staff reflects the ethnic background of the population served. Applicants should describe how they

3 Proposed Outcome Goals

Applicants must submit proposed outcomes for Employment Services by entering them on **Attachment A.** Applicants applying for RSS and TAP funds must submit outcomes for each on separate forms.

4. Required Attachments

All of the attachments listed herein must accompany the proposal. They must be clearly headed, numbered as shown, and submitted in numerical order.

- 1) Agency organizational chart. If the applicant's refugee program is a subdivision or separate unit in the organization, the level of detail should be sufficient to denote the program's internal lines of authority and responsibilities as well as ties to the organization at large
- 2) List of the current members of the Board of Directors of the applicant's agency
- 3) Fiscal Letter from person authorized to sign for the organization that affirms that the applicant has the fiscal capacity to administer the proposed services at the outset of the contract and throughout the period of the contract.
- 4) Letter(s) of Support and copies of Interagency Agreements Letters of Support as well as Interagency Agreements should provide evidence of interaction between the applicant and other agencies in the community. If the project is dependent on another agency for successful implementation of the proposed services, the nature and extent of the agreement must be described in the documentation.
- 5) Job descriptions for all positions entered in the proposed RSS and TAP budgets. The descriptions should be accompanied by a list of all staff positions, denoting their experience, bilingual and bicultural capabilities, and educational qualifications.
- Descriptions of volunteer responsibilities if volunteers lend support to the services offered. The descriptions should be accompanied by denoting the position(s) responsible for recruiting and managing volunteers and a brief description of recruitment and training activities.
- A copy of the applicant's confidentiality policy must be submitted by each applicant providing direct services.
- 8) Program Assurances Statement (Attachment C) Signature required.
- Federal Assurances form (Attachment D) Signature required.
- 10) Federal Certifications (Attachment E)
- 11) Completed W-9 Request for Taxpayer Identification Number(s) and Certification (Attachment F) Signature required.
- 12) Completed and signed FFATA Sub-recipient Data Form (Attachment G).

The following Evaluation Criteria will be used in ranking and determining the quality of proposals. Proposals will be evaluated using the best value acquisition procedure. Using the best value acquisition methodology, the evaluation will be adjectival and rated according to the following descriptions:

RATING	DESCRIPTION – The proposed project:			
Exceptional	Exceeds requirements and demonstrates an exceptional understanding of goals and objectives. One or more major strengths exist. No			
significant weaknesses exist. Demonstrates an acceptable understanding of goals and objectives				
Acceptable	the procurement. There may be strengths and weaknesses, however strengths outweigh the weaknesses.			
Marginal	Demonstrates a fair understanding of the goals and objectives of the procurement. Some weaknesses have been found that may outweigh any strong points that exist. Weaknesses will be difficult to correct.			
Unacceptable	Applicant's proposal fails to meet an understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.			

The Purchasing Agency reserves the right to consider areas served when making awards.

The criteria are listed in the order of importance.

1. Description of Proposed Project

- a. Work Plan goals and objectives are consistent with goals and objectives set forth in Section III, Statement of Needs and Section V, Services, in RFP;
- b. Work Plan specifies services to be provided and uses measurable outcomes;
- c. Work Plan time frames for project planning and implementation are reasonable:
- d. Work Plan services/activities reflect interagency coordination between disciplines identified in RFP;
- e. Specifies who (staff/volunteers) will provide the services and provides for appropriate and qualified personnel to implement project; and
- f. Specifies target population and projected number of refugees to be served.
- g. The Work plan provides evidences that it is consistent with the Virginia Refugee Model for Resettlement.

2. Description of Applicant Agency Demonstrates Capability to Carry Out Proposed Project

- a. The purpose and mission of the agency are described and are compatible with the focus of the RFP. Describes purpose and goals of the agency.
- b. Adequacy of agency programs, activities, staffing and organizational structure to support proposed project.
- c. Specifies geographic service area (multiple localities are preferred)
- d. Demonstrates effective use of community services.
- e. Letters of support exhibit confidence that agency can carry out the proposed project; necessary interagency agreements are present.
- f. There is evidence to show that relationships, partnerships and collaboration with other organizations mentioned in the RFP already exist, and the service plan demonstrates their value to the service delivery plan.

B. Best Value Award(s)

Selection shall be made to two or more applicant(s) deemed to be fully qualified and best suited among those submitting best value proposals on the basis of the evaluation factors included in this solicitation, including price, if so stated. Negotiations shall be conducted with the applicant(s) whose proposal(s) represent the most advantageous and best offer. Awards will be made on a best value basis to the applicant(s) which, in its opinion, represents the best overall combination of quality, price, and various elements of required goods/services, as stated in this solicitation, that in total are optimal relative to the agency's needs. The Commonwealth may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359 D). The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the applicant's offer as negotiated.

VIII. Reporting & Delivery Requirements

The sub-grantee shall produce the following reports of activities and services:

A) Trimester Performance Report (TPR) Narrative and Statistical Reports are due to ONS according to the following schedule:

Trimester	Time Period	Due Date	
First Trimester	October 1 – January 31	February 12	
Second Trimester	February 1 – May 31	June 12	
Third Trimester	June 1 – September 30	October 12	

NOTE: If the due date falls on a Saturday or Sunday, the report is due on the Monday following the due date.

The TPR shall include the following:

- Detailed description of activities and an assessment of the progress of the project compared to the activities/goal plan;
- A statistical report on progress to goals. This report is generated by the Virginia Newcomer Information System (VNIS). To ensure the accuracy of these reports, each sub-grantee is responsible for and shall reconcile internally generated reports against the VNIS generated report;
- Any gaps in services or barriers to the progress of the project, with proposed solutions;
- 4. An explanation of any deviations from the CRP;
- 5. Any changes in staffing;
- Identification of any particularly successful or unsuccessful project activities or components:
- Copies of any materials that have been developed under the contract (Materials produced under this contract must bear a statement that the project was supported by the Virginia Office of Newcomer Services – Virginia Department of Social Services).

IX. PREPROPOSAL CONFERENCE

MANDATORY PRE-PROPOSAL CONFERENCE: A mandatory pre-proposal conference will be held on June 13, 2012 from 10:3 0am to 12:30 pm at the Virginia Department of Social Services in Richmond, VA. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all applicants having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those applicants who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:45 PM. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation. Pre-registration is requested by June 6, 2012.

X. GENERAL TERMS & CONDITIONS

- A. <u>VENDORS MANUAL</u>: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at <a href="www.dgs.state.va.us/dps under "Manuals." www.dgs.state.va.us/dps under "Manuals."
- B. <u>APPLICABLE LAWS AND COURTS</u>: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, applicants certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act, and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin, and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided. However, if the faith-based organization segregates public funds into separate accounts, only the accounts and

the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

I. <u>CLARIFICATION OF TERMS</u>: If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the representative whose name appears on the face of the solicitation no later than (5) five working days before the due date. Any revisions to the solicitation will be made only by addendum, issued by the contract officer/buyer for this solicitation.

J. PAYMENT:

- 1. To Prime Contractor:
- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order that are to be paid for with public funds shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time-and-material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges that appear to be unreasonable will be researched and challenged and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges that are not in dispute (Code of Virginia, § 2.2-4363).

To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

- agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- 2. The Purchasing Agency may order changes within the general scope of the contract, at any time, by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
- a. By mutual agreement between the parties, in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
- By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Vendors Manual. Neither the existence of a claim nor a dispute resolution process. litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. <u>DEFAULT</u>: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. <u>ANNOUNCEMENT OF AWARD</u>: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO (<u>www.eva.virginia.gov</u>) for a minimum of 10 days.

V. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

XI. SPECIAL TERMS AND CONDITIONS

A. SMOKE FREE ENVIRONMENT: By signing this contract, the sub-grantee certifies to the Commonwealth that it will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor agrees that it will require the language of this certification be included in any sub awards (subcontracts or purchase orders), which contain provisions for children's services so that the provisions will be binding upon each subcontractor or vendor.

- B. <u>RENEWAL OF CONTRACT</u> This contract may be renewed by the Commonwealth upon written agreement of both parties for four (4) successive one year periods, under the terms of the original contract, and at a reasonable time prior to the expiration.
- C. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- D. CHANGES TO CONTRACT No amendments to the approved budget may be made without the prior written approval of the Department of Social Services. Deviations from the approved lineitem budget of more than \$500.00 in any line item require that the sub-grantee submit a budget modification request in writing to the attention of the Virginia State Refugee Coordinator. The request must include a proposed modified budget, accompanied by a description of the modification and a justification/rationale for the proposed changes. The letter must be submitted at least thirty (30) calendar days prior to the intended effective date. The deadline for receipt of budget requests is August 1. No budget requests will be considered after that date.

access to and the right to examine any of said materials during said period. The sub grantee shall forward annually to the Department a copy of the organization's most recent audit.

The sub-grantee further agrees to comply with the audit and reporting requirements defined by the Federal Office of Management and Budget (OMB) circular A-128, "Audits of State and Local Governments" or the single Audit Act and OMB circular A-133 as applicable.

A Sub-grantee who exceeds \$500,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. A copy of the portion of the audit that affects the program shall be submitted to the Commonwealth of Virginia. The audit report shall be submitted no later than one (1) year from the end of the previous contract period, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter summarizing audit findings must be submitted with the audit report. If there are no audit findings, a letter indicating no findings shall be submitted. The copy of the portion of the audit findings or letter indicating no findings shall be sent to:

Virginia Department of Social Services Office of Newcomer Services 801 East Main Street, 15th Floor Richmond, Virginia 23219-2901

- H. CONFIDENTIALITY: The sub-grantee assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Sub-grantees who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Sub-grantees shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Sub-grantees and their employees working on this project may be required to sign a confidentiality statement.
- OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
 - Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the sub-grantee in the performance of its obligations under this sub-grant shall be the exclusive property of VDSS and all such materials shall be remitted to VDSS upon completion, termination or cancellation of this sub-grant. The applicant shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the sub-grantee's obligations under this sub-grant without the prior written consent of the purchasing agency.
 - Any materials produced under this sub-grant must bear a statement that the project was Supported by the purchasing agency and identify the title of the funding source. The sub-grantee agrees that any publication (written, visual, or sound, but excluding press releases newsletters, and issue analyses) issued by the sub-grantee or by any sub-grantee describing programs or projects funded in-whole or in-part with Federal Funds, shall contain the following statement:

"This project was supported by Department of Social Services (VDSS) RFP# xxxxx, with funds made available to Virginia from the Office of Refugee Resettlement /U.S. Department of Health and Human Services. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official

The envelope should be addressed as directed on RFP Cover Page Application Form of the solicitation.

The applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

N. BUSINESS HOURS AND ACCESSIBILITY FOR CLIENTS

Each office location at which contractor's conduct service delivery will have clearly posted and advertised normal business hours. The general public must have accessibility to the common/waiting areas during advertised business hours. Waiting areas are never to be left unattended during normal business hours. Main office doors accessible to the public are not to be locked during normal business hours. In the rare event of an unexpected or unanticipated closing, the contractor must clearly post signs directing individuals to a contact phone number. Each office location at which contractor's conduct service delivery should have clearly posted and/or advertised public contact telephone number(s). Except in exceptional circumstances, callers must be able to talk directly to a staff person or volunteer representing the agency at all times during normal business hours. If a phone tree or call routing option is offered, the system must allow the caller to leave a message. If an automated message system is used, it must provide up-to-date information. Contractors are expected to check the system periodically to ensure that calls can be routed.

O. COMMUNICATION PROTOCOL:

Media - Public Relations - Community Outreach

When communicating with and/or releasing information to the media regarding refugee resettlement and refugee services, the contractor shall:

- O.1 Inform the media contact that it (the Contractor) is under contract with ONS to provide employment services to refugees
- O.2 Inform ONS within one hour, if feasible, or by 9:00 a.m. of the following business day that the contractor has been contacted by and/or provided information to the media
- O.3 Inform ONS of any public resettlement-related event, program (includes television and radio shows and webcasts), workshop, and/or visitation where the Contractor is a host/sponsor, representative, partner and/or participant

Responsiveness to ONS

Contractors are expected to be reachable by phone and e-mail during normal business hours and are expected to respond to ONS e-mails and phone messages in a timely fashion – replying within one business day is considered reasonable. Failure to reply in a timely manner may result in sanctions and/or corrective actions. When directors are away from their office for extended periods, they must contact the State Refugee Coordinator and indicate a primary agency contact during their absence.

- P. <u>DIFFICULT CASE PROTOCOL</u>: Each service provider under contract with the Office of Newcomer Services, Virginia Department of Social Services, must make an assurance to follow a protocol that addresses difficult and non-typical situations with clients, that is, those cases in which the following occur:
 - P1. A client is disruptive and non-compliant beyond reasonable expectations;
 - P2. A client threatens the safety and well-being of any person charged with providing services or assisting the client; and/or
 - P3. A client's medical condition or behavior is such that it could lead to or present an immediate threat or danger to the community.

XII. METHOD OF PAYMENT

The contractor shall be paid on a cost reimbursable basis.

Actual expenditures shall be invoiced pursuant to approved line-item budget categories in the Program Budget.

The invoice period shall be monthly. The contractor shall invoice the purchasing agency each month on forms supplied by the purchasing agency and shall submit an expenditure statement/request for funds and financial report showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the sub-grantee fails to submit monthly expenditure statements/request for funds and a financial report for such services within thirty (30) calendar days after the close of the month in which services were delivered. Expenditure statements/request for funds which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the expenditure statement/request for funds.

Payments will be made via direct deposit (electronic data interchange – EDI). Upon award, subgrantees must complete the Vendor Electronic Payment Information Form and the EDI Payment Agreement for Vendors. These can be found at www.doa.virginia.gov/

All invoices submitted by the Contractor must contain the <u>contract number</u>, the <u>FIN number</u>, and then be submitted to:

Virginia Department of Social Services Office of Newcomer Services 801 East Main Street Richmond, VA 23219-2901

XIII. Definitions and Terms

Alien: Any person who is not a citizen or a national of the U.S.

Asylum: Protected status given to non-citizens who are in the U.S. or at a border and demonstrate that they qualify under the refugee definition. A person granted asylum is referred to as an "asylee," or more generally as a "refugee."

Economic Self Sufficiency: The ability of a refugee or the refugee's family unit to earn an income that will be self-supporting without any dependence on public cash assistance.

Employment Authorization Document (EAD): An Immigration and Naturalization Service (INS) issued document required for asylees and other immigrants in order for them to be authorized to work in the United States.

Immigrant: An alien who is lawfully granted the privilege of residing permanently in the U.S. (See also Permanent Resident Alien for more details about this term).

Medicaid: A medical assistance program established under Title XIX of the Federal Social Security Act to enable states to provide medical care to public assistance recipients and medically needy persons: i.e. persons of low income who can meet their maintenance

be eligible for RMA if their income is slightly above that required for cash assistance eligibility and if they incur medical expenses which bring their net income down to the Medicaid eligibility level.

Refugee Social Services (RSS): Services provided to refugees in order to assist in general adjustment and especially to promote rapid achievement of self-sufficiency. Priority services include employment counseling, English language training, job placement and vocational training. Other support services include orientation, translation and interpretation, social adjustment counseling, transportation, and day care.

State Refugee Coordinator: The individual designated to be responsible for the administration and coordination of public and private resources in refugee resettlement in the state of Virginia.

Targeted Assistance Program (TAP): An Office of Refugee Resettlement program that funds employment and other services for refugees and entrants who reside in areas of high need. These areas are defined as counties or contiguous county areas where, because of factors such as unusually large refugee or entrant populations, high refugee or entrant concentrations in relation to the overall population, and high use of public assistance, there exists a need for supplementation of other available service resources to help the local refugee or entrant population obtain employment with less than one year's participation in the program.

Temporary Assistance to Needy Families (TANF): A program that provides temporary financial assistance to eligible families with children. The family receives a monthly cash payment to meet their basic needs. To be eligible, a family must be financially needy and must meet certain other requirements.

Virginia Newcomer Information System (VNIS): A computer program/network that captures information (demographic, public assistance benefits, employment activities, support services, and training) on each refugee receiving services through contract service providers. The data collected is used to prepare required federal reports, assist the Office of Newcomer Services in the supervision and monitoring of contractors, and evaluate the effectiveness of the program. In addition, VNIS generates statistics that are requested by legislators, other state agencies, and the public-at-large.

Voluntary Resettlement Agency (VOLAG): One of the ten national non-profit organizations (voluntary agencies) that enter into a cooperative agreement with the Bureau of Population, Refugees, and Migration of the Department of State to provide basic reception and placement services to refugees/entrants. Affiliates of seven of the national VOLAGs resettle refugees in Virginia: Church World Services, Episcopal Migration Ministries, Ethiopian Community Development Council, Hebrew Immigrant Aid Society, International Rescue Committee, Lutheran Immigration and Refugee Service, and the United States Catholic Conference.

VOLAG Affiliate: A local branch of the national voluntary agency that implements the provisions of the cooperative agreement within an established area.

Virginia Refugee Resettlement Program (VRRP): The term used to refer to the overall program of refugee services available in Virginia: cash and medical assistance, social services, TAP, and discretionary grants.

The Catholic Charities of the Diocese of Arlington, Inc.

Financial Statements, Schedule of Expenditures of Federal Awards, and Reports under OMB A-133 As of June 30, 2011 and 2010 and Report Thereon

The Catholic Charities of the Diocese of Arlington, Inc. Table of Contents As of June 30, 2011 and 2010

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INDEPENDENT AUDITORS' REPORT

Board of Directors The Catholic Charities of the Diocese of Arlington, Inc. Arlington, Virginia

We have audited the accompanying statements of financial position of The Catholic Charities of the Diocese of Arlington, Inc. ("Catholic Charities") as of June 30, 2011 and 2010, and the related statements of activities, functional expenses and cash flows for the years then ended. These statements are the responsibility of Catholic Charities' management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Catholic Charities at June 30, 2011 and 2010, and the changes in net assets and its cash flows for the year ended, in conformity with U.S. generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated December 12, 2011, on our consideration of the Catholic Charities' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Larson Allen LLP

St. Cloud, Minnesota December 12, 2011



The Catholic Charities of the Diocese of Arlington, Inc. Statement of Financial Position As of June 30, 2011 and 2010

	2011	2010
Assets		
Cash and cash equivalents	\$ 5,539,495	\$ 2,335,965
Accounts receivable, less allowance for doubtful accounts		
of \$38,324 and \$32,470, respectively	444,702	524,369
Pledges receivable, less discount on pledges receivable		
of \$3,487 and \$7,750 respectively	96,513	142,250
Due from Rooted in Faith - Forward in Hope, Inc.	8,034,358	9,369,204
Donated life insurance	12,148	11,502
Fixed assets, less accumulated depreciation of \$545,395		
and \$481,389, respectively	817,046	843,529
Other assets	53,640	41,080
Total assets	\$ 14,997,902	\$ 13,267,899
Liabilities and Net Assets		
Liabilities		
Accounts payable	\$ 184,251	\$ 103,937
Accrued expenses		
Pension	1,696,289	1,861,011
Payroll	405,582	357,234
Other	172,489	150,535
Other Liabilities		
Annuity	58,942	64,593
Total liabilities	2,517,553	2,537,310
Net assets		
Unrestricted		
Operating	476,041	847,203
Plant	817,046	843,529
Total unrestricted	1,293,087	1,690,732
Temporarily restricted	5,448,462	3,311,827
Permanently restricted	5,738,800	5,728,030
Total net assets	12,480,349	10,730,589
Total liabilities and net assets	\$ 14,997,902	
	\$ 14,997,902	\$ 13,267,899

The Catholic Charities of the Diocese of Arlington, Inc. Statement of Activities For the year ended June 30, 2011

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Operating revenues and support Fundraising The Chancery United Way America's Charities	\$1,200,302 1,197,743 273,212 246,194 977,827	\$ -	\$ - - - -	\$ 1,200,302 1,197,743 273,212 246,194 977,827
Program services Government grants Contributions Interest income Miscellaneous income Net assets released from restriction Total operating revenues and support	3,500 1,696,142 26,505 3,413 2,374,706 7,999,544	1,833,413 291,307 192,969 - (2,374,706) (57,017)	9,263 1,507 - - - - - - - - - -	1,836,913 1,996,712 220,981 3,413 7,953,297
Operating expenses Program services Hogar Hispano Parish outreach Children Services Shelters Counseling Financial assistance Other St. Martin de Porres Center Retired & Senior Volunteer Program Prison Ministry Loudoun regional office Fredericksburg office Migrant and Refugee Services Supporting services Management and general Fundraising Total operating expenses	1,130,432 45,456 730,326 783,050 903,361 365,089 44,042 264,621 121,462 47,297 366,580 318,448 1,519,344 1,075,840 347,619 8,062,967	- - - - - - - - - - - -	-	1,130,432 45,456 730,326 783,050 903,361 365,089 44,042 264,621 121,462 47,297 366,580 318,448 1,519,344 1,075,840 347,619 8,062,967
Change in net assets from operations Other changes in net assets Minimum pension liability Investment gains/losses Transfer Change in value of Annuity Payable Total change in net assets Net assets, beginning of year Net assets, end of year	(63,423) 238,121 (577,994) 5,651 (397,645) 1,690,732 \$1,293,087	1,615,658 577,994 2,136,635 3,311,827 \$5,448,462	10,770 - - - 10,770 5,728,030 \$ 5,738,800	238,121 1,615,658 5,651 1,749,760 10,730,589 \$12,480,349

The Catholic Charities of the Diocese of Arlington, Inc. Statement of Activities For the year ended June 30, 2010

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Operating revenues and support				
Fundraising	\$1,112,900	\$ -	\$ -	\$ 1,112,900
The Chancery	1,150,784		-	1,150,784
United Way	633,906	49,165	-	683,071
Program services	1,001,264	-	-	1,001,264
Government grants	-	1,482,762	-	1,482,762
Contributions	931,580	497,414	13,609	1,442,603
Interest income	25,555	182,245	1,499	209,299
Miscellaneous income	8,263	-	-	8,263
Net assets released from restriction	2,188,555	(2,188,555)	<u> </u>	
Total operating revenues and support	7,052,807	23,031	15,108	7,090,946
Operating expenses				
Program services				005 120
Hogar Hispano	985,138	-	-	985,138
Parish outreach	19,435	-	-	19,435
Children Services	657,603	-	-	657,603
Shelters	741,698	-	-	741,698
Counseling	973,315	-	-	973,315
Financial assistance .	301,204	-	-	301,204
Other	60,248	•	-	60,248
St. Martin de Porres Center	304,650	-	-	304,650
Retired & Senior Volunteer Program	151,500	-	-	151,500
Prison Ministry	44,595	-	-	44,595
Loudoun regional office	293,170	-	-	293,170
Fredericksburg office	281,444	-	-	281,444
Migrant and Refugee Services	1,309,549	-	-	1,309,549
Supporting services				700 415
Management and general	708,415	-	-	708,415
Fundraising	262,767			262,767
Total operating expenses	7,094,731	<u> </u>		7,094,731
Change in net assets from operations	(41,924)	23,031	15,108	(3,785)
Other changes in net assets				
Minimum pension liability	(398,751)	-	_	(398,751)
Investment gains/losses	525,444	-	-	525,444
Change in value of Annuity Receivable		-	-	(1,614)
Total change in net assets	83,155	23,031	15,108	121,294
	1,607,577	3,288,796	5,712,922	10,609,295
Net assets, beginning of year				
Net assets, end of year	\$1,690,732	\$3,311,827	\$ 5,728,030	\$10,730,589

The Catholic Charities of the Diocese of Arlington, Inc. Statement of Cash Flows For the years ended June 30, 2011 and 2010

	2011	2010
Cash flows from operating activities	\$1,749,760	\$ 121,294
Change in net assets	\$1,749,700	J 121,294
Adjustments to reconcile change in net assets to net cash and		
cash equivalents provided by (used in) operating activities	88,448	96,197
Depreciation of furniture and equipment	5,651	1,615
Change in value of annuity	79,667	(394,086)
(Increase) Decrease in accounts receivable, net	45,737	74,136
Decrease in pledge receivable, net	43,737	74,130
(Increase) / Decrease in due from	1,334,846	(566,109)
Rooted in Raith - Forward in Hope, Inc.	(646)	(645)
(Increase) in donated life insurance	(12,560)	6,108
(Increase) Decrease in other assets	80,314	10,523
Increase in accounts payable	(94,420)	554,223
Increase (Decrease) in accrued expenses	(1,507)	(1,499)
Interest income restricted for investment in endowment	(9,263)	(7,745)
Contributions restricted for long-term investment	(7,203)	(1,1.10)
Net cash and cash equivalents provided by	3,266,027	(105,988)
(used in) operating activities	3,200,027	(1001)
Cash flows from investing activities		
Purchase of fixed assets	(60,803)	(55,449)
Net cash and cash equivalents provided by		
(used in) investing activities	(60,803)	(55,449)
Cash flows from financing activities		
Proceeds from contributions restricted for investment in endowment	9,263	7,745
Proceeds from interest received from investment in endowment	1,507	1,499
Payments on capital lease obligations	(12,464)	(14,404)
Net cash and cash equivalents provided by		
(used in) financing activities	(1,694)	(5,160)
Net Increase / (Decrease) in cash and cash equivalents	3,203,530	(166,597)
Cash and cash equivalents, at beginning of year	2,335,965	2,502,562
Cash and cash equivalents, at end of year	\$5,539,495	\$2,335,965

The Catholic Charities of the Diocese of Arlington, Inc. Statement of Functional Expenses For the year ended June 30, 2011

							Proj	gram Service								Support	Supporting Services		
								St. Martin			Western		Migrant &	Total	Managemen	ement		Total	
	Hogar	Parish	Children	Shelters	Shelters Counseline	Financial	ō	de Porres	Prison	RSVP	Regional	Fredericksburg	Kefugee	Services	General		Fundraising	Supporting	Total 2011
							1									i			
Expenses																			
Salaries	\$ 650,079	\$ 6.761	\$ 432,564	\$355,640	\$ 557,489	s	\$ 36,939	\$ 175,796	•	\$ 82,529	\$ 208,435	\$ 210,708	\$ 860.926	\$ 3,082,094	S	67,256 \$	15,127	\$ 482,383	\$4,165,077
Benefits	74.822	808	60,218	38.494	51,510			12,180	10,020	14,790	19.801	22,483	96,938	411,421		170,173	1,170	171,343	482,764
Payroll taxes	19,912		33,743	32,770	47,242		3,078	13,565		5,275	14.875	755'51	68.672	289,634	7	43,123	1,215	44,338	333.972
Professional fees	3,732	2	10.248	25.634	23,464			1.096	-	3	62	5.821	6,490	83,116	ĭ	05,940	62,540	258,480	341,596
Supplies	16,227	2,170	5.086	31,735	12,435	7,905	-	5,485	31	1,485	3,562	5,781	18,298	110,344	_	11,393	124,394	135,787	246,131
Telephone	5,828	•	0.373	5.539	1347			3.085	•	•	9147	2.700	3,228	19,062		3,230		3,230	42,292
Postage and handling	7.127	•	576.1	116	818	3	24	850	54	1.283	202	210	1,135	13.767		2,590	20.587	23,177	30,944
Occupancy	153,294		83,410	140,243	184,585	976 4	•	35,244		•	24,197	41,616	62,219	732,754	=	176.80	147	169,691	841,845
Rental and maintenance	5,171	•	2.770	3,419	7,105	112		709	•	1.384	Ç	0,380	2,510	51502					29,515
of equipment																			
Printing and publications	85,838	183	2,031	1.486	2.074	4	780			47	622	467	877.1	69,233		7,543	86,100	43,643	162,876
Tiavel	17,134	•	068.0	1,453	835	107	789	632	185	9,372	156	1,661	22.710	63,019		61171	136	14,555	17,574
Conferences, conventions	950.8	100	10,381	1,130	181	96	1 730			2,427	7	1,355	3,706	31,463		11,133	\$08	179.11	11,104
and meetings																			
Specific assistance	04.650	35,329	53,563	189.68	341	200.473	•	7,299	•	•	87.810	1,732	366,289	967,173					967,173
Awards and grants	7.80	63	•	30	•	•	•		•	2,045	\$			2,250		257	240	503	2,753
Membership dues	4,070		8.644	2,252	1,535	12.		\$8\$	•	100	778	896		19,222		7,772		277.7	26,994
Depreciation	5,523		1,784	52,179	3,801	161'1		3,412	•	•	919	308	4,240	78,354		160'01	٠	10,094	88,418
Miscellaneous	8,882	13	2,646	1,258	1.186	605		547	273	099	20	861	661	16.487		21,973	35,449	57,422	73,900
Total expenses	\$1,130,432	\$ 45,450	\$730,326	\$ 783,050	\$ 903,361	\$ 365,089	\$ 44,042	\$ 264.621	\$ 47,297	\$ 121.462	\$ 366,580	\$ 318,448	\$ 1,519,344	\$6,639,508	0.1	1,075,840 \$	347,619	\$ 1,423,459	\$8,062,967
			:	•															

The accompanying notes are an integral part of these financial statements.

The Catholic Charities of the Diocese of Arlington, Inc. Statement of Functional Expenses For the year ended June 30, 2010

							LLO	Program Services					The second secon		The second secon	Supporting Services	STVICES		
	Hogar	Parish	Children			Financial		de Porres	Prison		Western	Fredericksbure	Migrant &	Program	Managemen	rat	J.	Fotal	Total
	Hispano	Outreach	Services	Shelters	Shelters Counseling	7	Other	Center	Ministry	KSVP	Office	Office	Services	Services	General	Fundraisin	<u>.</u>	Services	2010
Expenses																			
Salaries	\$ 555,174		\$ 400,013	\$346,953	5 613,037	\$ 57,123	\$32,028	\$ 190,035	\$ 33,000	\$ 92,598	\$ 140,147	\$ 173,938	\$ 644,005	\$3,279,251	\$ 315.	~	26.025 \$	341,260	3,620,511
Benefits	77,585	•	51,100	53.896	\$6.706	10,574	632	21.082	9,630	20,852	17,392	24,361	79,487	423,361	.00		108	100,297	523,000
Payroll taxes	19,933		28,234	21.925	44,536	3,050	2 449	17.479	,	5,802	9.234	12,110	41.607	226,305	.48		2,904	61,843	288,208
Professional fees	19.867		37,295	7777	28,829	3.523	681	3,519	٠	4,425	826	7,100	3,428	129,778	88		3,117	111,789	241,567
Supplies	12,691		6,754	33,114	7000	1,448	338	6,025	269	1.304	4,200	2,780	270.41	96,029	855 T		126,166	130,724	220,753
Telephone	6.425		906'5	5,436	086.9	2,466	1.180	2,540		33	6,004	2,810	476	40,331	_		140	760	160'14
Postage and handling	6,504	•	2.879	5,750	560,1	762	901	1,233	17	1,324	141	1.751	583	23,130	-		9.033	30,805	54,025
Occupancy	135,537	•	72,562	106,917	163,821	9,105	4.827	36.938		3,650	25,157	43,217	38,693	640,424	83		210	83,976	724,400
Rental and maintenance																			
of equipment	5,307		3,894	2,084	\$ 909	(60)		1.189		1.507	120	4,296		24,842	-	1.666		1,666	20,508
Printing and publications	40,375	29	518.4	7,911	1377	1,298	187	4,352	243	2,503	150	1,487	089	67,538			53,042	53,897	121,435
Travel	13,411	•	6.215	2.862	281.	3.921	232	1.247	777	10,847	196	815	12,912	\$5,194	10,56		145	10,706	05,400
Conferences, conventions																			
and meetings	7,320	•	3.688	1,077	1,793	301	290	496	145	2,282	80%	448		18,739	7	4,110	229	4,339	23,078
Specific assistance	165.55	19,400	18,348	08.940	1.508	200.546		8.804	100		83,069	818	470,315	915,399					015,140
Awards and grants	061	•		100	•		15,770	•	077	2,183	8 -		•	18.867		274		274	16,141
Membership dues	762.7	-	7,800	3,253	2,093	281		105	-	293	1.698	976		22,063	7	7,444	4	7,449	29,512
Depreciation	7,674		6,002	53,594	6.574	3,433	•	4.139	208	200	1.092	3.457	2.868	89,900	ò	2.18		6.298	96,198
Miscellaneous	8,797	'	1.432	0,443	26,200		834	988,4	33	1.538	195	1,007	011	\$2,336	24	067	942	25,009	77,345
Total expenses	\$ 985,138	\$ 19,435	\$ 657,603	\$741,698	\$ 973,315	\$ 301,204	\$60,248	\$ 304,650	\$ 44.505	\$151,500	\$ 293,170	\$ 281,444	\$ 1,309,549	\$6,123,549	\$ 708,415	~	262.767 \$	971,182	\$7,094,731

The accompanying notes are an integral part of these financial statements.

1. Nature of Operations

The Catholic Charities of the Diocese of Arlington, Inc. (Catholic Charities) was incorporated in 1977 under the provisions of Chapter 2 of the Code of the Commonwealth of Virginia. The Bishop of Arlington (the Ordinary) is the sole member of the corporation which has a Board of Directors (Board) with an authorized membership of eight to sixteen persons.

Catholic Charities was organized to conduct, coordinate, develop and promulgate programs and activities concerned with the personal, economic and social welfare needs of families, children and individuals in the Catholic Diocese of Arlington, Virginia (Diocese). The Catholic Charities, while separate and apart from the Central Administrative Office of the Catholic Diocese of Arlington (the Chancery), conducts programs in cooperation with, and parallel to, certain Diocesan programs.

Rooted in Faith - Forward in Hope, Inc. (the Campaign), a related entity, is a separately incorporated not-for-profit organization, created exclusively to raise and receive contributions for religious and charitable purposes of the Diocese. A minimum of \$5 million will be provided for the establishment of an endowment fund for Catholic Charities. The creation of this endowment program will not only allow Catholic Charities to stabilize the financial structures of programs currently offered, but also enable it to expand the scope and geographical accessibility of its services to help a greater number of persons in need. An additional \$5 million was provided by the campaign for facilities to serve homeless families, as well as the renovation of Christ House.

2. Basis of presentation and summary of significant accounting policies

Basis of accounting and presentation

The financial statements of Catholic Charities are prepared on the accrual basis of accounting in accordance with generally accepted accounting principles in the United States of America.

Cash and cash equivalents

Excess funds are invested in the Diocesan Investment and Loan (DIAL) fund. The DIAL fund represents a cooperative savings and loan program established for the mutual benefit of the Diocese's members, including Catholic Charities. Total cash deposited in the DIAL fund was \$5,274,535 and \$1,353,073 at June 30, 2011 and 2010 respectively, with interest income earned at 2.5%. The amounts on deposit in DIAL may be withdrawn as requested.

Receivables

Receivables are stated at the amount management expects to collect from outstanding balances. Catholic Charities provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and credit to accounts receivable. Accounts receivable are not collateralized.

Fixed assets

Fixed assets, consisting of office furnishings and equipment, leasehold improvements, capital leases and automobiles, are capitalized at cost, when purchased or at fair value at date of gift, when donated. Gains and losses on dispositions of fixed assets are recognized in operations in the year of disposition.

Depreciation of fixed assets is provided using the straight-line method over estimated useful lives of 3 to 20 years. Leasehold improvements are amortized over the shorter of their estimated useful lives or the remaining term of the lease. It is the general policy of Catholic Charities to capitalize all expenditures for property and equipment in excess of \$1,000.

Income taxes

Catholic Charities is exempt from federal and state income tax under provisions of Section 501(c)(3) of the Internal Revenue Code and related provisions of the Commonwealth of Virginia. Catholic Charities is not subject to the filing requirements of the Form 990. Catholic Charities is subject to tax to the extent it has taxable unrelated business income. Catholic Charities has no unrelated business income and accordingly, no provision for income taxes is provided in the accompanying financial statements. Catholic Charities believes that it has appropriate support for any tax provisions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

Contributed goods

Catholic Charities is the recipient of many non-cash contributions, which are then given to needy individuals and families throughout the Northern Virginia area. For financial statement purposes, Catholic Charities has elected to record donations with a fair value unit cost of \$1,000 or more or a total donation fair value cost of \$5,500, at date of donation, as contribution revenue. Program expense is recorded when an in-kind donation is made at the fair value of the goods at the date of the gift. For the years ended June 30, 2011 and 2010, amounts of \$178,928 and \$142,555 respectively, were recorded as both contribution revenue and program expense in the accompanying statements of activities. These contributions include vehicles and food. Donor receipts are provided for all accepted non-cash donations in compliance with Internal Revenue Code guidelines.

Program fees

Catholic Charities bills clients on a sliding scale for its adoption and counseling program services. The discount afforded to clients by this sliding scale totaled \$556,945 and \$457,804 for the years ended June 30, 2011 and 2010, respectively. The counseling program has contracted fee schedules for services which are less than the billable rate. Insurance adjustments of \$22,675 and \$28,483 were discounted from program fees in the years ended June 30, 2011 and 2010, respectively. In the financial statements, program fees are recorded at their discounted rate.

Functional expenses

Expenses have been allocated to the functional programs and supporting services. Identified costs are charged based on actual costs incurred. Indirect costs are allocated based on the ratio of time worked in the program. During the year ended June 30, 2010, Catholic Charities updated their functional expense allocations using current year time studies. This change had no effect on net assets.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Concentration of credit risk

Financial instruments which potentially subject Catholic Charities to a concentration of credit risk consist primarily of its cash and cash equivalents and accounts receivable. Cash and cash equivalents include demand deposits maintained at various financial institutions in the United States. The total deposits at these institutions at times exceed the amount guaranteed by federal agencies and therefore bear some risk since they are not collateralized. At June 30, 2011 and 2010 respectively, amounts of \$-0- and \$327,982 in deposits were in excess of the amount guaranteed by federal agencies. Catholic Charities has not experienced losses on these funds. The majority of the accounts receivable are due from individuals who are clients of Catholic Charities and government agencies. Catholic Charities has not experienced significant losses related to the accounts receivable.

Classification of net assets

Catholic Charities' net assets have been grouped into the following three categories:

Unrestricted Net Assets - Net assets that are not subject to donor-imposed restrictions.

<u>Temporarily Restricted Net Assets</u> – Net assets that are subject to legal or donorimposed restrictions that will be met by actions of Catholic Charities and/or passage of time. These net assets include gifts donated for specific purposes.

<u>Permanently Restricted Net Assets</u> - Net assets that are subject to donor-imposed restrictions that require the original contribution to be maintained in perpetuity by Catholic Charities, but permits the investment earnings for general or specific purposes.

Unrealized and realized gains and losses and dividends and interest from investing in incomeproducing assets may be included in any of these net classifications depending on donor restrictions.

Subsequent events

In preparing these financial statements, Catholic Charities has evaluated events and transactions for potential recognition or disclosure through December 12, 2011, the date the financial statements were available to be issued.

Fair value measurements

Catholic Charities measures fair value using a three-level hierarchy for fair value measurements based upon the transparency of inputs to the valuation of an asset or liability. Inputs may be observable or unobservable and refer broadly to the assumptions that market participants would use in pricing the asset or liability. Observable inputs reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs reflect the reporting entity's own assumptions about the assumptions that market participants would use in pricing the asset or liability developed based on the best information available in the circumstances.

The objective of a fair value measurement is to determine the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (an exit price). Accordingly, the fair value hierarchy gives the highest priority to quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). Catholic Charities may use valuation techniques consistent with the market, income and cost approaches to measure fair value.

The inputs used to measure fair value are categorized into the following three categories:

Level 1 Inputs – Unadjusted quoted prices in active markets for identical assets or liabilities such as stocks and government bonds.

Level 2 Inputs – Observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, or other inputs that can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level 3 Inputs – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or other valuation techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation.

Reclassification

Certain reclassifications have been made to the June 30, 2010 financial statements in order to present them in conformity with the June 30, 2011 financial statements. These reclassifications had no effect on net assets as previously reported.

3. Donated life insurance policies

Donated life insurance policies are recorded at the cash surrender value of the policy as reported by the insurance company. The amounts provided by the insurance company for the years ended June 30, 2011 and 2010 were \$12,148 and \$11,502. The value increase of \$646 is recorded as miscellaneous income.

4. Accounts receivable

Catholic Charities bills clients on a sliding scale for various program services including legal, counseling and adoption services. In addition, Catholic Charities has established outreach centers as joint ventures with two of the parishes. Costs for elderly services at St. Martin de Porres Center are partially subsidized by government grants. Catholic Charities also conducts an annual golf tournament to help support the programs offered. Accounts receivable-other consists of miscellaneous billing for various expenses due for reimbursement to Catholic Charities.

Accounts receivable are as follows as of June 30, 2011 and 2010:

	2011	2010
Migration and refugee grants	\$ 286,630	\$ 437,467
Program services	90,276	80,713
Virginia literacy grant	68,955	-
City of Alexandria	13,015	6,436
Accounts receivable other	24,150	32,223
Total accounts receivable	483,026	556,839
Less: Allowance for doubtful accounts	(38,324)	(32,470)
Total accounts receivable, net	\$ 444,702	\$ 524,369

5. Bequests and major gifts pledges receivable

Unconditional promises to give are as follows as of June 30:

	2011	2010
Pledges receivable	\$ 100,000	\$ 150,000
Less: Discount on Pledges Receivable	(3,487)	(7,750)
Total pledges receivable, net	\$ 96,513	\$ 142,250

Unconditional promises to give due in more than one year are discounted at rates ranging from 3.27% to 4.50%.

6. Fixed assets

Fixed assets consist of the following at June 30, 2011 and 2010:

	2011	2010
Office furnishings and equipment Computer hardware Computer software Automobiles Leasehold improvements Capital leases	\$ 155,363 116,083 10,052 144,222 870,010 66,711	\$ 131,260 116,083 10,052 130,802 870,010 66,711
Total fixed assets Less: accumulated depreciation	1,362,441 (545,395)	1,324,918 (481,389)
Total fixed assets, net	\$ 817,046	\$ 843,529

Depreciation expense was \$88,448 and \$96,197 for the years ended June 30, 2011 and 2010, respectively. Of the total fixed assets listed above, \$298,810 and \$263,364 were fully depreciated at June 30, 2011 and 2010, respectively.

Catholic Charities entered into non-cancelable lease agreements involving equipment. Property under capital leases consist of:

	2011	2010
Furniture and equipment Less: Accumulated Depreciation	\$ 66,711 (52,070)	\$ 66,711 (39,853)
Total	\$ 14,641	\$ 26,858

Charges to income were \$12,217 and \$14,289 during the years ended June 30, 2011 and 2010, respectively, and is included in depreciation expense.

Minimum future lease obligations under the long-term non-cancelable capital leases shown with long-term debt are as follows:

Years Ending June 30,	A	Amount
2012	\$	19,838
2013		5,681
2014	11	-
Total Lease Payments	\$	25,519
Less: Maintenance		892
Amount Representing Interest		4,124
Capitalized Lease Obligations	\$	20,502

7. Pension

Through December 31, 2004, Catholic Charities had a noncontributory defined benefit pension plan covering substantially all employees. The plan provides benefits calculated as 1.25% of the final average salary multiplied by the employees' credited service, plus 0.65% of any excess of the final average salary over the Social Security average yearly wage multiplied times credited service. Final average salary is the average of the highest three consecutive years' salary during the last ten calendar years of service. Pension expense is determined using the projected unit credit cost method. The plan was valued as of January 1, 2005. Due to the plan freeze, there were no salary projections after December 31, 2004.

The primary objective in the investment policy for the pension plan is to achieve long-term growth of capital and to increase purchasing power relative to inflation. The total return objective is to exceed the rate of inflation by 5% per annum. To accomplish these objectives, 60% of the assets should be invested in common stock and 40% should be invested in fixed income securities. Equity exposure may range from approximately 50% up to 70% of account assets.

To develop the expected long-term rate of return on assets assumption, the company considered the current level of expected returns on risk free investments, the historical level of the risk premium associated with the other asset classes in which the portfolio is invested and the expectations for future returns of each asset class. The expected return for each asset class was then weighted based on the target asset allocation to develop the expected long-term rate of return on assets assumption for the portfolio. This resulted in the selection of the 7.50% assumption.

The plan assets consist of the following of June 30, 2011 and 2010:

		2010
Equity securities	65.4%	65.7%
Debt securities	31.7%	31.9%
Cash	2.9%	2.4%
Cush	100.0%	100.0%

Plan assets can be further broken down into the following subclasses: money market funds, taxable bonds, individual U.S. equities, U.S. equities mutual funds, mid cap growth funds, mid cap core funds, small cap core funds and international equities mutual funds.

The net periodic pension cost for the years ended June 30, 2011 and 2010 includes the following components:

	2011	2010
Service cost	\$ 20,000	\$ 20,000
Interest cost	180,153	184,653
Expected return on plan assets	(121,155)	(112,403)
Amortization of loss	58,463	32,214
Net periodic pension cost	\$137,461	\$124,464

The following table sets forth the Plan's funded status as of June 30, 2011 and 2010:

	2011	2010
Change in benefit obligation:		•
Benefit obligation at beginning of year	\$ 3,364,037	\$ 2,818,694
Service cost	20,000	20,000
Interest cost	180,153	184,653
Benefits and expenses paid	(185,693)	(167,589)
Actuarial loss	312	508,279
Benefit obligation at end of year	3,378,809	3,364,037
Change in plan assets		
Fair value of plan assets at beginning of year	1,653,923	1,531,795
Return on plan assets (less expenses)	281,127	169,717
Employer contributions	112,000	100,000
Benefits and expenses paid	(165,693)	(147,589)
Fair value of plan assets at end of year	1,881,357	1,653,923
Reconciliation of (accrued) pension cost		
Funded status	(1,497,452)	(1,710,114)
Unrecognized actuarial loss	-	
(Accrued) pension cost at end of year	\$(1,497,452)	\$(1,710,114)

Catholic Charities recognized a decrease in its minimum liability of \$238,121 and an increase of \$398,751 as of June 30, 2011 and 2010 respectively. The minimum pension liability represents the accumulated benefit obligation in excess of the fair value of the plan's assets plus the amount of the prepaid benefit cost. The accumulated benefit obligation was \$3,378,809 and \$3,364,037 as of June 30, 2011 and 2010.

Pension expense related to the defined benefit plan amounted to \$86,062 and \$104,192 for the years ended June 30, 2011 and 2010, respectively.

Assumptions used to determine the year-end benefit obligation:

	2011	2010
Discount rate	5.50%	5.50%
Salary scale increases	N/A	N/A
Expected long-term rate of return on assets	7.50%	7.50%

Fair values of the plan's assets measured on a recurring basis by level at June 30, 2011 are as follows:

		Fair Value		Quote Prices in Active Markets for Identical Assets (Level 1)		Significant Other Observable Inputs (Level 2)		Significant Unobservable Inputs (Level 3)	
Short-term investments	\$	47,516	\$	47,516	\$	-	\$	-	
U.S. Government securities		375,141		375,141		-			
Corporate bonds		221,326		221,326		-			
Equities		871,875		871,875		-			
Mutual Funds		358,109		358,109		-			
Total	\$	1,873,968	\$	1,873,968	\$		\$		

Fair values of the plan's assets measured on a recurring basis by level at June 30, 2010 are as follows:

	 Fair Value		Quote Prices in Active Markets for Identical Assets (Level 1)		Significant Other Observable Inputs (Level 2)		Significant Unobservable Inputs (Level 3)	
Short-term investments	\$ 44,939	\$	44,939	\$	-	\$	-	
U.S. Government securities	361,193		361,193		-		-	
Corporate bonds	166,335		166,335		-		-	
Equities	393,886		393,886		-		-	
Mutual Funds	687,570		687,570		-			
Total	\$ 1,653,923	\$	1,653,923	\$	-	\$		

Contributions to be made to the defined benefit plan in 2012 are expected to be approximately \$135,000.

Estimated future benefit payments as of June 30, 2011 are as follows:

2012	\$	184,723
2013		195,374
2014		206,474
2015		229,333
2016		238,146
2017 through 2021	\$	1,256,137

When the defined benefit plan was frozen, Catholic Charities implemented a supplemental defined benefit program effective January 1, 2005. This plan encompasses those employees who were over the age of 55 and had at least ten years service with Catholic Charities. The benefit provided to these employees is a lump sum amount which, should each of the remaining eligible employees retire at age 65, is \$183,517. This cash payout is being amortized over the number of years until each respective employee reaches age 65. A liability of \$133,918 and \$113,241 was recognized as of June 30, 2011 and 2010, respectively. No contributions are expected to be made to the supplemental defined contribution plan in 2012.

Effective January 1, 2005, all employees are covered under a defined contribution plan. The contribution amount is calculated at an annual rate of 4% of eligible employees' annual salary and recognized monthly. A liability of \$64,919 and \$29,351 was recognized as of June 30, 2011 and 2010, respectively. Contributions to the defined contribution plan in 2012 are expected to be made quarterly in the amount calculated.

8. Annuity

In 2000, Catholic Charities was named as the beneficiary of an annuity trust. Catholic Charities does not expect to collect any contribution, based on Internal Revenue Service actuarial tables using discount rates which represent the risk-free rate in existence at the date of the gift. As of June 30, 2011, the liability to the annuitant was greater than the investment value of the trust. The loss resulting from the change in actuarial assumptions is recorded as a liability in the accompanying Statements of Activities. A gain(loss) recognized was \$5,651 and (\$1,614) for the years ended June 30, 2011 and 2010, respectively.

9. Commitments

Catholic Charities leases office and program service facilities under leases that expire in the year 2017. In addition to lease payments, the leases generally require Catholic Charities to pay taxes, insurance and utilities. Total rent expense amounted to \$459,619 and \$422,922 for the years ended June 30, 2011 and 2010, respectively.

Future minimum lease payments for facilities and equipment as of June 30, 2011 are as follows:

2012	375,401
2013	342,019
2014	352,287
2015	260,836
2016	160,617
Thereafter	299,836
Total future minimum lease payments	\$ 1,790,995
Total future minimum lease payments	

10. Restricted net asset activity

Net assets released from restrictions include support for such program activities as Christ House, disaster relief for the victims of 9/11 and unwed parents.

Temporarily restricted net assets as of June 30 were restricted as follows:

	2011	2010
Emergency Shelter for Homeless Families Disaster relief for victims of 9/11 Refurbishment of Christ House Unwed parents Others Earnings on endowment Total	\$ 2,551,038 272,016 16,368 418,888 2,190,152 \$ 5,448,462	\$ 2,542,505 425,624 268,378 32,238 43.082 \$ 3,311,827

11. Related party transactions

Catholic Charities received funds from the Chancery consisting of an annual Christmas donation and an operating contribution. These payments totaled \$1,197,750 and \$1,180,092 in the years ended June 30, 2011 and 2010, respectively.

The Chancery pays for a portion of administrative expenses on behalf of Catholic Charities and Catholic Charities reimburses the Chancery on a regular basis. Total reimbursements to the Chancery were \$1,153,390 and \$943,271 through June 30, 2011 and 2010, respectively. The amount payable to the Chancery for these expenses was \$-0- and \$28,070 as of June 30, 2011 and 2010, respectively.

Catholic Charities subleases office space from the Chancery, which leases office space from 200 North Glebe Road, Inc. Rent expense for this office space was \$179,105 and \$96,597 for the years ended June 30, 2011 and 2010, respectively.

Catholic Charities occasionally advertises in the Arlington Catholic Herald. Total advertising expense paid to the Arlington Catholic Herald was \$11,933 and \$20,569 for the years ended June 30, 2011 and 2010, respectively. The amount payable to the Arlington Catholic Herald was \$2,958 and \$938 as of June 30, 2011 and 2010, respectively.

Under the terms of the RIF-FIH Campaign, Catholic Charities is due \$8,034,358 and \$9,369,204 as of June 30, 2011 and 2010, respectively. As of these same dates, the amount due includes \$8,030,230 and \$6,420,569 respectively in endowment funds held by the Chancery, \$-0- and \$2,890,507 respectively in housing program funds held by the Chancery, and \$4,128 and \$58,128 respectively in pledges held by the RIF-FIH Campaign. During the year ended June 30, 2009 \$1,596,058 was transferred from RIF-RIH to the Chancery to be held for Catholic Charities and Catholic Charities received \$710,985 from the campaign funds. Of this amount \$540,305 was contributed to the Chancery for the renovations of the family shelter. The Chancery will join with Catholic Charities in providing temporary housing and counseling services by providing use of the family shelter and distributions from the Campaign.

12. Permanently Restricted Endowments

As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the Diocesan Bishop to function as endowment funds, are classified and reported based on the existence of donor-imposed restrictions.

Permanently restricted endowments are for the following purposes at June 30:

	2011	2	010
Client Services	\$ 300,882	\$	294,376
General Operations	5,377,404	5,3	291,404
Original Endowment Corpus	5,678,286	5	585,780
Endowment Major Gifts Receivable	96,514	*	142,250
Total	\$ 5,774,800	\$ 5,	728,030

Interpretation of Relevant Law

The Uniform Prudent Management of Institutional Funds Act (UPMIFA) has been interpreted as requiring the preservation of fair value of the original gift as of the date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, Catholic Charities classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is expended according to the specific purposes set forth by the donors. In accordance with UPMIFA, Catholic Charities considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

1. The duration and preservation of the funds

- 2. The purposes of Catholic Charities and the donor-restricted endowment funds
- 3. General economic conditions
- 4. The possible effect of inflation and deflation
- 5. The expected total return from income and the appreciation of investments
- 6. Other resources of Catholic Charities
- 7. The investment policies of Catholic Charities

Funds with deficiencies

From time to time, the fair value of assets associated with individual donor-restricted funds may fall below the level that the donor or UPMIFA requires Catholic Charities to retain as a fund of perpetual duration. There were no such deficiencies as of June 30, 2011.

Investment return objectives, risk parameters and strategies

Catholic Charities has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment funds while also maintaining the purchasing power of those endowment assets over the long-term. Accordingly, the investment process seeks to achieve an after-cost total real rate of return, including investment income as well as capital appreciation, which exceeds the annual distribution with acceptable levels of risk. Endowment assets are invested in a well diversified asset mix, which includes equity and debt securities that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual distribution ranging from 4% to 5%, while growing the funds if possible. Therefore, Catholic Charities expects its endowment assets, over time, to produce an average rate of return of between 9% and 10% annually. Actual returns in any given year may vary from this amount. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

Spending policy

Distributions from three funds are made in accordance with the donors' imposed stipulations that require a certain percentage of earnings to be retained to increase the value of the corpus and the remainder to be used for specific purposes. Where there is not a donor stipulated spending policy Catholic Charities has a policy of appropriating for distribution each year 4% of its endowment fund average fair value of the prior 12 quarters through the calendar year-end preceding the fiscal year in which the distribution is planned. In establishing this policy, Catholic Charities considered the long-term expected return on its investment assets. Catholic Charities expects the current spending policy to allow its endowment funds to grow at a nominal average rate of between 3% and 4% annually. This is consistent with Catholic Charities objective to maintain the purchasing power of the endowment assets as well as to provide additional real growth through new gifts and investment return.

Endowment net asset composition by type of fund as of June 30, 2011 is as follows:

	Ur	nrestricted	emporarily Restricted		ermanently Restricted	Total Net ndowment Assets
Donor-restricted endowment funds	\$	•	\$ 2,387,944	S	5,642,286	\$ 8.030,230
Endowment major gifts receivable		-	-		96,514	96.514
Board-designated endowment funds		512,809	-		-	512,809
Total funds	\$	512,809	\$ 2,387.944	\$	5,738,800	\$ 8,639,553

Endowment net asset composition by type of fund as of June 30, 2010 is as follows:

	Un	restricted	Temporarily Restricted			Permanently Restricted		Total Net Endowment Assets	
Donor-restricted endowment funds	\$	-	\$	834,789	\$	5,585,780 142,250	\$	6,420,569 142,250	
Endowment major gifts receivable Board-designated endowment funds Total funds	\$	512.809 512.809	\$	834.789	S	5.728.030	\$	512.809 7,075.628	

Donor-restricted endowment

Changes in donor-restricted endowment net assets as of June 30, 2011 are as follows:

	Unrestricted		Temporarily Restricted		Permanently Restricted		Total Net Endowment Assets	
Endowment net assets, beginning of year Contributions Investment Income Amounts satisfying purpose restrictions and satisfying purpose restrictions Endowment net assets, end of year	\$: 	5	834,789 - 1,825,476 (108,321) (200,000) 2,351,944	\$	5,585,780 91,000 6,886 (5,380) - 5,678,286	\$	6.420,569 91.000 1.832,362 (113,701) (200,000) 8.030,230

Changes in donor-restricted endowment net assets as of June 30, 2010 are as follows:

	L'nrestricted		Temporarily Restricted		Permanently Restricted		Total Net Endowment Assets	
Endowment net assets, beginning of year Contributions Investment Income Amounts satisfying purpose restrictions Endowment net assets, end of year	s		s	220,207 - 718,704	\$	5,245,436 338,845 6,855 (5,356)	s	\$ 5,465,643 338,845 725,559 (109,478)
	\$	<u>:</u>	\$	(104,122) 834,789	\$	5,585,780	\$	6.420,569

Board-designated endowment (functioning as endowment)

As of June 30, 2011, the Board of Directors has designated \$512,809 of unrestricted net assets. Since that amount resulted from an internal designation and is not donor-restricted, it is classified and reported as unrestricted net assets (functioning as endowment). This endowment's investment policy, strategy and objectives are similar to the donor-invested policies, except as it relates to investment spending.



REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors The Catholic Charities of the Diocese of Arlington, Inc. Arlington, Virginia

We have audited the financial statements of The Catholic Charities of the Diocese of Arlington, Inc. (Catholic Charities) as of and for the year ended June 30, 2011, and have issued our report thereon dated December 12, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Catholic Charities' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Catholic Charities' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying schedule of findings and questioned costs, we identified a certain deficiency in internal control over financial reporting that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs to be a material weakness (2011-1).

Board of Directors The Catholic Charities of the Diocese of Arlington, Inc. Page 2

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Catholic Charities' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the board or directors, finance committee, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Larson Allen LLP

St. Cloud, Minnesota December 12, 2011



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Directors The Catholic Charities of the Diocese of Arlington, Inc. Arlington, Virginia

Compliance

We have audited The Catholic Charities of the Diocese of Arlington, Inc.'s (Catholic Charities) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Catholic Charities' major federal programs for the year ended June 30, 2011. Catholic Charities' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Catholic Charities' management. Our responsibility is to express an opinion on Catholic Charities' compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Chancery's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Catholic Charities' compliance with those requirements.

In our opinion, Catholic Charities complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2011.

Board of Directors The Catholic Charities of the Diocese of Arlington, Inc. Page 2

Internal Control Over Compliance

The management of Catholic Charities is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Catholic Charities' internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Catholic Charities' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the board of directors, finance committee, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Larson Allen LLP

St. Cloud, Minnesota December 12, 2011

The Catholic Charities of the Diocese of Arlington, Inc. Schedule of Expenditures of Federal Awards For the year ended June 30, 2011

Federal Grantor/Pass Through Grantor/Program Title	CFDA Number	Ex	2011 Expenditures		
Department of State/US conference of Catholic Bishops Reception and Placement	19.510	\$	241,368		
Department of English Literacy / Civics Education Grant	84.002a	\$	150,000		
Department of Health & Human Services ARRA - Senior Nutrition Program	93.707	\$	565		
Department of Health & Human Services / US Conference of Catholic Bishops Refugee and Entrant Assistance - State Administered	93.566	\$	502,200		
Department of Health & Human Services / US Conference of Catholic Bishops Refugee and Entrant Assistance - Voluntary Agency	93.567	\$	295,370		
Department of Health & Human Services Child Care for Homeless Children Program	93.575	\$	9,788		
Department of Health & Human Services / Commonwealth of Virginia Student Achievement Program	93.576	\$	126,045		
Department of Health & Human Services / Commonwealth of Virginia Targeted Assistance Formula Grant Program	93.584	\$	223,475		
Department of Corporation for National & Community Service - Retired Senior Volunteer Program	94.002	\$	89,504		
Department of US Citizenship & Immigration Services - English as a Second Language	97.010	\$	53,324		
Department of FEMA Emergency Food & Shelter	97.024	\$_	25,625		
Total		\$	1,717,264		

Basis of Presentation - The accompanying Schedule of Expenditures of Federal Awards includes federal grant activity of Catholic Charities and is presented on the accrual basis of accounting.

The Catholic Charities of the Diocese of Arlington, Inc. Schedule of Findings and Questioned Costs For the year ended June 30, 2011

A. SUMMARY OF AUDIT RESULTS

- The auditors' report expresses an unqualified opinion on the financial statements of The Catholic Charities of the Diocese of Arlington, Inc.
- One material weakness was disclosed during the audit of the financial statements.
- No instances of noncompliance material to the financial statements of The Catholic Charities of the Diocese of Arlington, Inc. were disclosed during the audit.
- No material weaknesses relating to the audit of the major federal award programs were disclosed during the audit.
- The auditors' report on compliance for the major federal award programs for The Catholic Charities of the Diocese of Arlington, Inc. expresses an unqualified opinion.
- Audit findings relative to the major federal award programs for The Catholic Charities of the Diocese of Arlington, Inc. are reported in Part C of this schedule.
- The programs tested as major programs include:
 CFDA #93.566 Refugee and Entrant Assistance-State Administered Programs
 CFDA #93.567 Refugee and Entrant Assistance-Voluntary Agency
 CFDA #19.510 U.S. Refugee Admissions Program
- The threshold for distinguishing types A and B programs was \$300,000.
- The Catholic Charities of the Diocese of Arlington, Inc. is not a low-risk auditee.

B. FINDINGS - FINANCIAL STATEMENT AUDIT

Proposed Journal Entry: During the performance of the audit, we noted management had not properly adjusted the year-end balance for related party accounts payable. Management is responsible for reconciling and adjusting the financial records to comply with Generally Accepted Accounting Principles. Recording of all adjustments is a necessary step to ensuring that the financial statements are fairly stated. We recommend that management review all journal entries and establish a process for recording all adjustments prior to the annual audit process.

C. FINDINGS AND QUESTIONS COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT CURRENT YEAR

None

D. FINDINGS AND QUESTIONS COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT PRIOR YEAR

None

Internal Revenue Service P.O. Box 2508 Cincinnati, OH 45201

Department of the Treasury

Date: July 12, 2011

Person to Contact: Roger Meyer

Toll Free Telephone Number: 877-829-5500

Employer Identification Number: 53-0196617

Group Exemption Number: 0928

United States Conference of Catholic Bishops 3211 4th Street, NE Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your July 1, 2011, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the Official Catholic Directory for 2011, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the Official Catholic Directory for 2011 are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Cindy Thomas

Manager, Exempt Organizations

Determinations



Office of the General Counsel

3211 FOURTH STREET NE • WASHINGTON DC 20017-1194 • 202-541-3300 • FAX 202-541-3337

July 18, 2011

TO:

Subordinate Organizations under USCCB Group Ruling

[GEN: 0928]

SUBJECT:

2011 Group Ruling

FROM:

Anthony Picarello, General Counsel (Staff: Deirdre Dessingue, Associate General Counsel)

This memorandum relates to the Group Ruling reaffirmation letter issued to the United States Conference of Catholic Bishops ("USCCB") on July 12, 2011 by the Internal Revenue Service ("IRS"), with respect to the federal tax status of subordinate organizations listed in the 2011 edition of the Official Catholic Directory ("OCD")1/. As explained in greater detail below, this ruling is important for establishing:

- exemption of subordinate organizations under the USCCB Group (1) Ruling from federal income tax; and
- deductibility, for federal income, gift and estate tax (2)purposes, of contributions to such organizations.

The 2011 Group Ruling letter is the latest in a series that began with the original determination letter of March 25, 1946. In the original 1946 letter, the Treasury Department affirmed the exemption from federal income tax of all Catholic institutions listed in the OCD for that year. Each year since 1946, in a separate letter, the 1946 ruling has been reaffirmed with respect to subordinate organizations listed in the current edition of the OCD2/. The annual group ruling letter clarifies important tax consequences for Catholic institutions listed in the OCD, and should be retained for ready reference. Group Ruling letters from prior years establish tax consequences with respect to transactions occurring during those years.

A copy of the Group Ruling and this memo may be found on the USCCB website at www.usccb.org/ogc, under the heading Group Tax Exemption.

² Catholic organizations with independent IRS exemption determination letters are listed in the 2011 OCD with an asterisk (*), which indicates that such organizations are not covered by the Group Ruling.

Responsibilities under Group Ruling. Diocesan officials who compile OCD information for submission to the OCD publisher are responsible for the accuracy of such information. They must ensure that only qualified organizations are listed, that organizations are listed under their correct legal names, that organizations that cease to qualify are deleted promptly, and that newly-qualified organizations are listed as soon as possible.

EXPLANATION

1. Exemption from Federal Income Tax. The latest Group Ruling letter reaffirms that the agencies and instrumentalities and educational, charitable, and religious institutions operated, supervised or controlled by or in connection with the Roman Catholic Church in the United States, its territories or possessions that appear in the 2011 OCD and are subordinate organizations under the Group Ruling are recognized as exempt from federal income tax under section 501(c)(3) of the Code. (The Group Ruling does not cover organizations listed with asterisks or any foreign organizations listed in the 2011 OCD.)

Verification of Exemption under Group Ruling. The latest Group Ruling letter indicates that most subordinate organizations under a group tax exemption are not separately listed in IRS Publication 78 or the IRS Exempt Organization Business Master File ("EOBMF"). As a result, most subordinate organizations under the USCCB Group Ruling will not be included in various online databases that are derived from either of these IRS sources. This does not mean that subordinate organizations included in the Group Ruling are not tax-exempt, that contributions to them are not deductible, or that they are not eligible for grant funding from corporations, private foundations, or other donors that may rely on online databases for verification of tax-exempt status. It does mean that a Group Ruling subordinate may have to make an extra effort to document its eligibility to receive contributions. The Group Ruling letter states that donors may verify that a subordinate organization is included in the Group Ruling by consulting the Official Catholic Directory or by contacting USCCB directly. It also states that IRS does not verify inclusion of subordinate organizations under the Group Ruling. Accordingly, neither subordinate organizations nor donors should contact IRS seeking verification of inclusion under the Group Ruling.

Subordinate organizations should refer donors, including corporations and private foundations, to the specific language in the Group Ruling letter noted above, and to IRS Publication 4573, *Group Exemptions*, available on the IRS website at www.irs.gov. Publication 4573 explains that: (1) IRS does not determine which organizations are included in a group exemption; (2) subordinate organizations exempt under a group exemption do not receive an IRS determination letter; (3) exemption under a group ruling is verified by

reference to the official subordinate listing (e.g., the Official Catholic Directory); and (4) it is not necessary for an organization included in a group exemption to be listed in Publication 78 or the EOBMF.

2. Public Charity Status. The latest Group Ruling letter recognizes that subordinate organizations included in the 2011 OCD are not private foundations under section 509(a) of the Code, and that all subordinate organizations do not share the same sub-classification under section 509(a). In addition, although USCCB is classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(i), that classification does not automatically extend to subordinate organizations covered under the Group Ruling.

<u>Verification of Public Charity Status.</u> The latest Group Ruling letter recognizes subordinate organizations covered under its provisions as public charities under section 509(a), but does not specify the subsection of section 509(a) under which they are classified because all covered organizations do not share a common classification. Each subordinate organization must establish its own public charity classification under section 509(a)(1), 509(a)(2) or 509(a)(3) as a condition of inclusion in the Group Ruling.

As a result of requirements imposed by the Pension Protection Act of 2006 with respect to private foundation grants to section 509(a)(3) supporting organizations, private foundations may require more specific documentation of public charity status under section 509(a)(1), 509(a)(2), 509(a)(3)-Type I or 509(a)(3)-Type II.

Certain types of subordinate organizations included in the Group Ruling qualify as public charities by definition under the Code. These are:

- churches and conventions and associations of churches under sections 509(a)(1) and 170(b)(1)(A)(i) [generally limited to dioceses, parishes, religious orders, and state Catholic conferences];
- elementary and secondary schools, colleges and universities under sections 509(a)(1) and 170(b)(1)(A)(ii); and
- hospitals under sections 509(a)(1) and 170(b)(1)(A)(iii).

Other subordinate organizations covered under the Group Ruling may qualify under the public support tests of either sections 509(a)(1) and 170(b)(1)(A)(vi) or section 509(a)(2). Verification of public charity classification under either of the support tests generally can be established by providing a written declaration of the applicable classification signed by an officer of the organization, along with a reasoned written opinion of counsel and a copy of the support test portion of Form 990, if applicable. A section 509(a)(3)

organization included in the Group Ruling should be able to rely upon a written declaration of the applicable supporting organization classification signed by an officer of the organization, along with a reasoned written opinion of counsel and Form 990, if applicable, to satisfy foundation grantors of its Type I or Type II supporting organization status.

- 3. **Deductibility of Contributions.** The latest Group Ruling letter assures donors (including individuals, corporations, and private foundations) that contributions to subordinate organizations listed in the 2011 OCD are deductible for federal income, gift, and estate tax purposes.
- 4. <u>Unemployment Tax</u>. As section 501(c)(3) organizations, subordinate organizations covered by the Group Ruling are exempt from federal unemployment tax. However, individual states may impose unemployment tax on subordinate organizations even though they are exempt from federal unemployment tax. Please refer to your local tax advisor any questions you may have about state unemployment tax.
- 5. Social Security Tax. All section 501(c)(3) organizations, including churches, are required to withhold and pay taxes under the Federal Insurance Contributions Act (FICA) for each employee. However, services performed by diocesan priests in the exercise of their ministry are not considered "employment" for FICA (Social Security) purposes. FICA should not be withheld from their salaries. For Social Security purposes, diocesan priests are subject to self-employment tax ("SECA") on their salaries as well as on the value of meals and housing or housing allowances provided to them. Meither FICA nor income tax withholding is required on remuneration paid directly to religious institutes for members who are subject to vows of poverty and obedience and are employed by organizations included in the Official Catholic Directory. In the property of the propert
- 6. **Federal Excise Tax.** Inclusion in the Group Ruling has no effect on a subordinate organization's liability for federal excise taxes. Exemption from these taxes is very limited. Please refer to your local tax advisor any

Section 3121(w) of the Code permits certain church-related organizations to make an irrevocable election to avoid payment of FICA taxes, but only if such organizations are opposed for religious reasons to payment of social security taxes.

⁴ I.R.C. § 3121(b)(8)(A).

I.R.C. § 1402(a)(8). See also, <u>Compensation of Priests</u>, at http://www.usccb.org/bishops/dfi/dualtax.htm.

Rev. Rul. 77-290, 1977-2 C.B. 26. See also, OGC/LRCR Memorandum on Compensation of Religions, http://www.usccb.org/ogc/RelComp2006.pdf (September 11, 2006).

questions you may have about excise taxes.

- 7. <u>State/Local Taxes</u>. Inclusion in the Group Ruling does not automatically establish a subordinate organization's exemption from state or local income, sales or property taxes. Typically, separate exemptions must be obtained from the appropriate state or local tax authorities in order to qualify for any applicable exemptions. Please refer to your local tax advisor any questions you may have about state or local tax exemptions.
- Ruling must file Form 990, Return of Organizations covered under the Group Ruling must file Form 990, Return of Organization Exempt from Income Tax, unless they are eligible for a mandatory or discretionary exception to this filing requirement. There is no automatic exemption from the Form 990 filing requirement simply because an organization is included in the Group Ruling or listed in the OCD. Subordinate organizations required to file Form 990 must do so by the 15th day of the fifth month after the close of their fiscal year. Among the organizations not required to file Form 990 under section 6033 of the Code are: (i) churches; (ii) integrated auxiliaries of churches!; (iii) the exclusively religious activities of religious orders; (iv) schools below college level affiliated with a church or operated by a religious order; (v) organizations with gross receipts normally not in excess of \$50,000;2/ and (vi) certain church-affiliated organizations that finance, fund or manage church assets, or maintain church retirement insurance programs, and organizations controlled by religious orders that finance, fund or manage assets used for exclusively

The penalty for failure to file the Form 990 is \$20 for each day the failure continues, up to a maximum of \$10,000 or 5 percent of the organization's gross receipts, whichever is less. However, organizations with annual gross receipts in excess of \$1 million are subject to penalties of \$100 per day, up to a maximum of \$50,000. I.R.C. § 6652(c)(1)(A).

I.R.C. § 6033(a)(3)(A)(i); Treas. Reg. § 1.6033-2(h). To qualify as an integrated auxiliary of a church, an organization must be described in section 501(c)(3), qualify as other than a private foundation, be affiliated with a church, and qualify as internally supported. An organization will be considered internally supported unless it both:

⁽¹⁾ Offers admissions, goods, services, or facilities for sale, other than on an incidental basis, to the general public (except goods, services, or facilities sold at a nominal charge or substantially below cost), and

⁽²⁾ normally receives more than 50 percent of its support from a combination of governmental sources; public solicitation of contributions (such as through a community fund drive); and receipts from the sale of admissions, goods, performance of services, or furnishing of facilities in activities that are not unrelated trades or businesses.

Rev. Proc. 2011-15, 2011-3 I.R.B. 322 (January 17, 2011) [effective for tax years beginning on or after January 1, 2010].

religious activities.10/

Special Rules for Section 509(a)(3) Supporting Organizations. The Pension Protection Act of 2006 eliminated discretionary exceptions to the Form 990 filing requirement as applied to section 509(a)(3) supporting organizations. The discretionary exceptions likely to be affected by this provision are exceptions (v) and (vi) above. This means that if a subordinate organization under the Group Ruling is classified as a section 509(a)(3) supporting organization, it may no longer rely on exceptions (v) or (vi) above as the basis for not filing Form 990. However, a section 509(a)(3) supporting organization that qualifies as an integrated auxiliary of a church under section 6033 may continue to rely on that exception as a basis for not filing Form 990. Because it is a statutory exception, the integrated auxiliary of the church exception was not affected by the Pension Protection Act.

Form 990-N Filing Requirements. Under the Pension Protection Act of 2006, a subordinate organization under the Group Ruling that claims exception (v) above (gross receipts normally not in excess of \$50,000) as its sole basis for not filing Form 990 must file annual electronic Form 990-N ("e-postcard") as required by IRS, setting forth the following information: (1) the legal name of the organization; (2) any name under which the organization operates or does business; (3) the organization's mailing address and Internet website address; (4) the organization's EIN; (5) the name and address of a principal officer; (6) evidence of the organization's continued qualification for exemption from the Form 990 filing requirement; and (7) notification of termination, if applicable. Form 990-N must be submitted electronically through the IRS website on or before the 15th day of the fifth calendar month following the close of the fiscal year for which it is filed.¹¹

<u>Public Disclosure and Inspection.</u> Any subordinate organization that is required to file either Form 990 or Form 990-N must upon request make a copy of the form and its schedules and attachments (other than Form 990 contributor lists) available for public inspection during regular business hours at the organization's principal office and at any regional or district offices having three or more employees. Form 990 or Form 990-N for a particular year must be made available for a three year period beginning with the due date of the return. 12/ In addition, any organization that files Form 990 or Form 990-N must comply with written or in-person requests for copies of the form.

Rev. Proc. 96-10, 1996-1 C.B. 577.

Final Regulations: Notification Requirement for Tax-Exempt Entities Not Currently Required to File, 74 Fed. Reg. 36395 (July 23, 2009).

The penalty for failure to permit public inspection of the Form 990 is \$20 for each day during which such failure continues, up to a maximum of \$10,000. I.R.C. § 6652(c)(1)(C).

The organization may impose no fees other than a reasonable fee to cover copying and mailing costs. If requested, copies of the forms for the past three years must be provided. In-person requests must be satisfied on the same day. Written requests must be satisfied within 30 days. 13/

<u>Public Disclosure of Form 990-T.</u> Under the Pension Protection Act of 2006, Form 990-T, Exempt Organization Unrelated Business Income Tax Return, is subject to the same public inspection and copying rules that apply to Forms 990 and 990-N.

Revocation for Failure to File. Under the Pension Protection Act of 2006, the tax-exempt status of an organization, including a subordinate organization under the Group Ruling, that is required to file either Form 990 or Form 990-N but that fails to do so for three consecutive years will be considered revoked. Reapplication to IRS (not through the Group Ruling process) will be required in order to reinstate exemption. See the IRS website (charities and non-profits) at http://www.irs.gov/charities/article/0,.id=239696,00.html for information on automatic revocation, including the current list of revoked organizations and guidance about reinstatement of exemption.

<u>Group Returns.</u> No subordinate organization under the Group Ruling is authorized to file a group return Form 990 for its affiliated group of organizations.

9. Revenue Procedure 75-50. Rev. Proc. 75-50¹⁴/ sets forth notice, publication, and recordkeeping requirements regarding racially nondiscriminatory policies with which private schools, including church-related schools, must comply as a condition of establishing and maintaining exempt status under section 501(c)(3) of the Code. Under Rev. Proc. 75-50 private schools are required to file an annual certification of racial nondiscrimination with the IRS. For private schools not required to file Form 990, the annual certification must be filed on Form 5578, Annual Certification of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax. This form is available at www.irs.gov. Form 5578 must be filed by the 15th day of the fifth month following the close of the fiscal year. Form 5578

I.R.C. § 6104(d). Generally, a copy of an organization's exemption application and supporting documents must also be provided on the same basis. However, since Catholic organizations covered under the Group Ruling did not file exemption applications with IRS, nor did USCCB, organizations covered under the Group Ruling should respond to requests for public inspection and written or in-person requests for copies by providing a copy of the page of the current OCD on which they are listed. If a covered organization does not have a copy of the current OCD, it has two weeks within which to make it available for inspection and to comply with in-person requests for copies. Written requests must be satisfied within the general time limits.

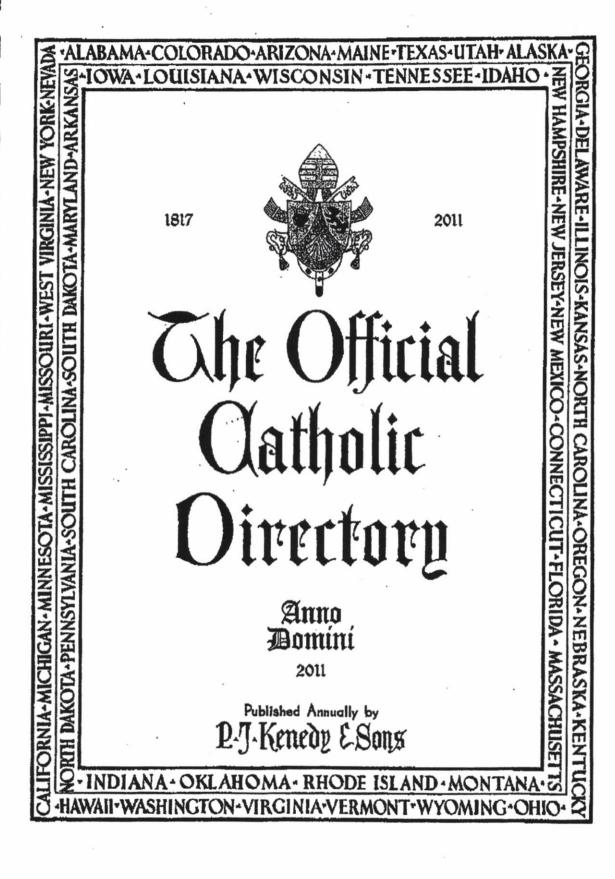
^{14 1975-2} C.B. 587.

may be filed by an individual school or by the diocese on behalf of all schools operated under diocesan auspices. The requirements of Rev. Proc. 75-50 remain in effect and must be complied with by all schools listed in the OCD. Diocesan or school officials should ensure that the requirements of Rev. Proc. 75-50 are met since failure to do so could jeopardize the taxexempt status of the school and, in the case of a school not legally separate from the church, the tax-exempt status of the church itself.

- Ruling may lobby for changes in the law, provided such lobbying is not more than an insubstantial part of their total activities. Attempts to influence legislation both directly and through grassroots lobbying are subject to this restriction. The term "lobbying" includes activities in support of or in opposition to referenda, constitutional amendments, and similar ballot initiatives. There is no distinction between lobbying activity that is related to a subordinate organization's exempt purposes and lobbying that is not. There is no fixed percentage that constitutes a safe harbor for "insubstantial" lobbying. Please refer to your local tax advisor any questions you may have about permissible lobbying activities.
- 11. Political Activities. Subordinate organizations under the Group Ruling may not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office. Violation of the prohibition against political campaign intervention can jeopardize the organization's tax-exempt status. In addition to revoking tax-exempt status, IRS may also impose excise taxes on an exempt organization and its managers on account of political expenditures. Where there has been a flagrant violation, IRS has authority to seek an injunction against the exempt organization and immediate assessment of taxes due. The Office of General Counsel memorandum, Political Campaign Activity Guidance for Catholic Organizations, available at www.usccb.org/ogc, contains detailed information regarding the prohibition against political campaign intervention. If you have any questions in this regard, please refer them to your local tax advisor.
- 12. Group Exemption Number ("GEN"). The group exemption number assigned to the USCCB Group Ruling is 0928. This number must be included on each Form 990, Form 990-T, and Form 5578 required to be filed by a subordinate organization under the Group Ruling. 15/ We advise against using GEN 0928 on Form SS-4, Request for Employer Identification Number, because in the past this has resulted in IRS improperly including USCCB as part of the subordinate organization's name in IRS records.

¹⁵ IRS has expressed concern about organizations covered under the Group Ruling that fail to include the group exemption number (0928) on their Form 990 fillings, particularly the initial filling.

13. Employer Identification Numbers ("EINs"). Each subordinate organization under the Group Ruling should have its own EIN. A subordinate organization must use its own EIN, not USCCB's EIN, in all filings with IRS (e.g., Forms 941, W-2, 1099, or 990) and other financial documents.



Diocese of Arlington

(Dioecesia Arlingtonensis)

Most Reverend

PAUL S. LOVERDE, D.D., S.T.L., J.C.L.

Bishop of Arlington; ordained December 18, 1985; appointed Titular Bishop of Ottabla and Auxiliary Bishop of Hartford February 3, 1986; consecrated April 1, 1883; appointed Bishop of Ogdaneburg November 11, 1993; installed as Eleventh Heishop of Ogdaneburg January 17, 1994; appointed Bishop of Arlington January 25, 1999; installed as Third Bishop of Arlington March 25, 1999;



ESTABLISHED AUGUST 13, 1974.

Square Miles 8,541.

Camprises the following 21 Counties in Northern Virginia: Arlington, Clarke, Culpeper, Fairfax, Fauquiar, Fraterick, King George, Lateavier, Loudoun, Madison, Northumberland, Orange, Page, Price William, Rappohannock, Richmond, Shenandach, Spotsylvania, Stafford, Warren and Westmortund and the 7 independent cities of Alexandria, Fairfax City, Falls Church, Fredericksburg, Manassas, Manassas Pork and Winchester.

For legal titles of parishes and diocesan institutions, consult the Chancery Office.

The Chancery: 200 N. Olebe Rd., Sta. 914, Arlington, VA 22263, Tol.; 708-841-2500; Fax: 708-524-5028.

STATISTICAL OVERVIEW

oreognel		Missions	8	Total Students	20
Blehop	1	Processional Ministry Personnel:		Catecactia/Religious Education:	20
Ratired Bishops.	j.	Sisters	134	High School Students	2.78
Retired Abbets	1	Lay Ministers	191	Elementary Students	84,576
Priesta: Diocesan Active in Diocese.		Wolfare		Total Students under Catholic Instruction	60,028
Priesta: Diocesan Active Outside Diocese	130	Health Care Centers	1	Teachers in the Dioceae:	00,020
Priests: Diocesan in Foreign Missions.	9	Day Care Centera.	Ē	Brothers	11
Priests: Retired, Sick or Absent.	28	Specialized Homea	ĕ	Stators.	21
Number of Diocesan Priests	183	Special Centers for Social Services	7	Lay Teachers.	1.415
Religious Priests in Diocese.	61	Total Assisted	45,980		1,724
Total Prisate in Diocesa.	224	Other Institutions	-20,000	Vital Statistics	
Extern Priests in Diocoen.	30	Total Assisted	600	Recaptions into the Church:	
dinations:	au	Educational	OLO	Infant Baptism Totals	7,064
Diocesan Priesta			- K	Minor Beptism Totals	767
Religious Prieste.	0	Diocesan Students in Other Seminaries	35	Adult Baptism Totals	489
Transitional Deacons	å	Total Seminarions	35	Received into Full Communion	603
Permanent Descons in Diocese	67	Colleges and Universities	5	First Communions.	8,294
Total Brothers	11	Total Students.	6,097	Confirmations	. 6,638
Ibial Sisters	134	High Schools, Diocesan and Parish	4	Marriages:	
arishas	104	Total Students	4,027	Catholic	801
Purishes.	68	High Schools, Private	2	Interfaith.	730
ith Resident Pastor:	OB.	Total Students.	636	Ibtal Marriages	1,531
Rezident Diocesus Priests	67	Elementary Schools, Diocesan and Parish	38	Deaths	1,869
Resident Religious Private.	11	Ibtal Students.	11,771	Total Catholic Population.	463,916
resourables premiliante a casaged	11	Elementary Schools, Private	1	Total Population	2,899,924

rear Bishope—Most Revs. THOMAS J. WELSH, D.D., J.G.D., appt. Titular Bishop of Scattery Island and Auxiliary Bishop of Philadelphia on Feb. 18, 1970; cons. April 2, 1970; sept. as let Bishop of Arlington on Juns 4, 1974; installed on Aug. 13, 1974; tronsfured to the Soo of Allentown, Feb. 3, 1983; resigned Dec. 16, 1987; appl. Diocesson Administrator; refired Feb. 9, 1938; JOHN R. KEATINK, D.D., J.C.D., ord. Dec. 20, 1958; appl. Second Bishop of Arlington on June 7, 1985; cons. and installed on Aug. 4, 1985; died March 22, 1998. Former Bishops-Most Bevs. THOMAS J. WELSH, D.D.,

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A. McIntosh, J.C.L.; Vey Roy. Mark S. Mealey,
O.S.F.S., J.C.D., Ph.D., Y.O., J.V.; Roys. Lee R.
ROOS, J.C.L.; William J. Ruhl, O.S.F.S., S.T.D.;
Dayld A. Whitestone, J.C.L.
Defonders of the Bond-Roys. Robert E. Avella;
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D.K.B. Studente 435. Anneaville, Prince William Co., Holy Trinity (2001) Reve. Francis J. Pelley; Jerty A. Woodon; Descan Lawrence B, Heary. Church: 8213 Linton Heil Rd., 20155. Web:

Church: 3213 Linton Hall Rd., 20165. Web: www.holytrinityparish.net.
Res.: 13260 McCartony Ct., Bristow, 20136. Tel: 703-753-6700; Fax: 703-753-6286. Web: www.holytrinkyparish.net. Frogram—Email: Religious#A@holytrinkyparish.net. Michele Leary, D.R.E. Students 1,470.
GOEDONSVILLE, ORAMOS CO., ST. MARK'S (1972) Merged with Bt. John's, Orange to form St. Isidoro the Farman, Orange.

with St. John's, Orange to form St. Isidero the Farmor, Orange.
GREAT FAILS, FAREAX CO., St. CATHERINE OF SIEMA (1979) Rev. Alexander R. Drummond.
Maling Address: 1023 Springvola Rd., 22068, Tel:
763-759-4350; Fax: 763-769-3753.
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StensAcadomy@con.net. St. Janet Siepkor, F.S.E.,
Haad of School. Studente 125.
Contacked: Religious Program—Tel: 703-759-3530:

Catechesis/Heligious Program—Tel: 703-759-3530; Fax: 708-759-7941. Ansen Greves, D.R.E. Students

HERNOM, FAIRFAX CO., St. JOSEPH (1900) Reva. James Angert, T.C.R.; Patrick Doughos, T.O.R., Parochial Vicar; Timothy Harris, T.O.R., Parochial Vicar; Alberto Hueno, T.O.R. Rea.: 350 Peachtres St., 20170. Tol: 703-880-4300; Faz: 703-880-4320. Web: www.sicherndon.org. School—(Grados K.S.) Tol: 703-880-4300. Mrs. Joan Cargill, Prin. Lay Teachers 39, Students 681. KILARNOCK, LANCASTER CO., St. FRANCIS DE SALES (1968) (CRM 2) Reva. James C. Bruss; John M. O'Donehus.

Obustical Res.: 154 E. Church St., P.O. Box 759, 22482-0759. Tel: 804-435-1511; Fax: 804-436-9614. Brauli: atfrancis@va.metrocast.net.

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LAKE RDOOL; PRINCE WILLIAM CO., ST. ELIEABETH ANN
SETON (1970) Revs. David P. Meng; James R.
Searby, Parochial Vicar; Deacan Emil P. Myatowaki,
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703-494-4008; Fax: 703-494-1995.
Catechesis Religious Program—Tel: 703-494-3968;
Fax: 703-494-8006. Jaskie Earsky, D.R.E. (Grades
K-5); Kathy Lord, D.R.E. (Sfiddle School); Kevin
Helder, Youth Min. Students 568.
LEESBURG, LOUDOUN CO., ST. JOHN THE APOSTLE
(1928) (CERG) Revs. John P. Mosimann; Bryan W.
Relli.

Mailing Address: 101 Oakcreet Manor Dr., N.E., 20176-2221. Tel: 703-777-1317; Fax: 703-771-9016. Email: church@stjohnlessburg.com. Web:

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Catschesie!Religious Program—Tel: 703-777-3891.
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D.R.E. Students 1,147.
Luzav, Pade Oo., Our Lady of the Valley (1964)
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Mailing Address: 200 Collins Ave., 22835. Tel:
540-743-4919; Fax: 540-743-2490.
Catschesis!Religious Program—Mru. Elizabath
Hutchins, D.R.E.; Edward Dwyer, Youth Min.
Students 48. Standarsts 48.

MADISON, MADISON CO., OUR LADY OF THE BLUE

RIDOZ (1977) Rev. Michael T. Orlowsky. Ros.: 692 Lonnie Burke Rd., 22727. Tel: 640-948-4144; Fax: 540-948-3325. Catechesis / Religious Program-Students 59.

Catechesis I Religious Program—Students 59.

Manasas, Prince William Co.

All Saints (1879) Ravs. Robert C. Ciljoski; John H. Melmer, Parochial Vicer; Juan Pulgbo, Parchial Vicer; Gregory S. Thempsom, Parochial Vicar; Descons John W. Eberlein; Richard O'Curnell.

Res.: 9309 Stonewall Rd., 20110. Tel: 703-388-4600; Fax: 703-287-9299. Web; www.alsaintsverburch.org. School—(Cirades PruK-8). 9294 Stonewall Rd., 20110. Tel: 703-388-4400; Fax: 708-393-2167. Web: www.alsaintsaehool.org. Mr. David E. Conroy Jr., Prin; IMrs. Elba Campagna, Asst. Prin, Lay Teachere 27. Students 540.

Prin.; Mrs. Elba Campagne, Aset. Prin. Lay Teachere 27; Students 540.
Catechesis Religious Program—Tel: 703-393-2142.
Samuntha Welsh, D.R.E., (Blomentary-English); Clarissa Maciel, D.R.E. (Blomentary-English); Clarissa Maciel, D.R.E. (Blomentary-Spanish); Rob Tassier, Youth Min. (Junior-Senior High School & College). Students 1,025.
2—SACRED HEART (1984) (JEM] Ray. Michael J. Beran; Deacons Thomas W. Wolter; Gerald J.

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Kathleen Burr. D.R.B. Students 369.

MCLan, FAIRMAX CO.

1—57. JOHN THE RELOVED (1913) Rave. Paul D.

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Rea: 6420 Linway Tec., 22101. Tel: 703-368-7916;

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373. Catochesis / Religious Program—Tel: 703-356-5375. Ms. Laura Pennefather, D.R.S. Studente 282. —St. Lucs (1961) Rev. Martin McGuill. In Res.,

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Lay Teachers 10; Grouents 218. Catechesis / Religious Program—Tel: 703-856-8419; Fax: 703-356-5988. Angela Harris, D.R.E. Students

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Mission.—Corpus Christi Mission 15100 Enterprise
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Fax: 703-373-442. Rev. Michael G. Tuylor, Admin. GRANGE CRANGE CO.

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—St. Jona's (1946) Marged with St. Mark's, Gordonsville to form St. Isidare the Farmer, Or-

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POTOMAG PALIS, LOUDOUM CO., OUR LADY OF HORE
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Catechesis/Religious Program—Cathy Flummer, D.R.E. Students 634.

D.R.E. Students 634.

DE SALES
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Decom Lawrence V. Hammel,
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RESTON, FAIRFAX CO.

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Murphy, O.S.F.S.; William N. Dougherty, O.S.F.S.;
Robert Maucini, O.S.F.S. In Res., Rev. William M.
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Mrs. Mary Lyons, D.R.E. Students 1,345.

—St. Thomas A BECKET (1970) Rev. Mark E.
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Ben: 1401 Winhia Aug. 20100 Tel: 708-467,7113-

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Betay Coffey, Coord. of Middle & High School Faith
Formation (6-12); Susan Relily, Coord. of Pre-XGrade 5 Faith Formation. Students 662.

Grade 5 Faith Formation. Students 662.
SPOTSYLVANIA, SPOTSYLVANIA CO., St. MATTHEW (1999)
Revs. Paul M. Everselis; Augustine Tran; Descons
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Johnna Warrad, D.R.E. Students 256.
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SPRINGFIELO, FAIRFAX CO.
1-Sr. BERNADETTE (1959) Rays. Kevin J. Larsen;

.—Sr. Bernadette (1959) Roys. Kevin J. Larsen; Marcus A. Pollard; M. Paul Richardson. In Res., Rey. Luis Fernando Franco Henao. Rey. 7600 Old Keene Mill Rd., 22152-2022. Tel: 703-451-8678; Fax: 703-288-1121. Email: officeGutbernpar.org. Web: www.stbernpar.org. School—Grades PreSchool-89, 7602 Old Koene Mill Rd., 22152-2099. Tel: 708-161-8696. Email: school@stbernschool.org. Web: www.stbernpar.org. Mrs. Patricis Beeks, Prin. Lay Teachers 30; Students 473.

Catechesis/Religious Program—Tel: 703-461-8576, Ext. 36. Bunail: religioused@stberupar.org. David -Wallaca, D.R.H. Students 492.

Wallaca, D.R.H. Students 492.

— St. Raymond of Penarout (1997) Revu. John C. DeCalles, Admin.; Mark A. Pilon. In Raz., Rav. Pater Odhlambo Chaig, A.J. Parish Office & Res.; 8750 Pohick Rd., 23159. Tel: 703-440-0538; Fau: 703-440-0538. Catechesia! Religious Pragram—Email: strayec@aol.com. Maria Ammirati, D.R.E.; Mathew Wheeler, Youth Min.; Jill Wheeler, Youth Min. Students 757.

STAFFORD, STAFFORD CO., ST. WILLIAM OF YORK (1971)

PAPFORD, SPAFFORD CO., ST. WILLIAM OF YORK (1971)
Reva. Robert J. DeMartinu; Geronimo A. Magat,
Parcahial Viour; Dascon Richard P. Smith.
Res. & Mailing Address: 3130 Jefferson Davis
Hwy., 22554. Thi: 560-658-1102; Far.: 540-659-6527.
Wahr www.awoyco.org.
Bchool—Grades Prek-8; Tel: 540-659-5207; Fax:
561-659-3683. Web www.twillschool.org. Mr. Frank
P. Knicely, Prin. Franciscan Missionary Sisters of
the Inflant Jesus 3; Lay Teachers 18; Students 236.
Catsechesis Religious Program—Tab: 541-559-5705.
Mr. Jim Benissk, D.R.E. Students 653.
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Res.: 12494 Cliff Edge Dr., Herudon, 20170. Tel: 703-430-1636. Church: 46833 Harry Byrd Hwy, 20164. Tel: 703-430-0811; Fax: 703-430-1590. Catechesis Religious Program—Tel: 703-430-0813; Fax: 704-430-1690. Ms. Haresta Greene Williama, D.R.E.; Mr. Jay Cussoy, D.R.E.; Mrs. M. Amslia Silva, D.R.E. Hispanio: Students 647. Tauncola, Princes Williama, O.R.M.; Mrs. Miller, O.P.M.; Robert Menard, O.R.M.; John J. Hoffernan, O.R.M.; Dencons Lamast B. Dovice Francisco Flores.

James B. Doyle; Francisco Plores, Res.: 18414 Cabin Rd., 22172. Tel: 708-221-4675.

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Catechesis! Religious Program—Tel: 703-221-4978. St. Janica Urbanac, D.R.S. Studenta 988. VIENNA, FAISFAX CO.

Res., 1970 Vale Rd., 22181. Tel: 703-281-9100; Fan: Res.; 8970 Vate Md., 22131. Tel: 703-251-9109 Fan: 703-251-9575. Web: www.streek.org.
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Studenta 820. Studeols 820.

—Our Lard or Godd Coursez. (1986) Revs. William
J. Mctrger, O.S.F.S.; Lewis S. Florelli, O.S.F.S.,
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Prin.; Susan McSraden, Librarian. Lay Taechers 36;
Students 447.
Cotechesis Religious Program—Tel: 703-896-7414.
Leyes Spayd, D.R.E. Students 610.
WARRENTON, FAUGUIST CO., ST. JOHN THE EVANGELIST
(1874) Reva. James B. Gould; Phillip M. Cezzi,
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Catechesis Religious Program—Sherin Murphy,
D.R.E. Students 452.
WARHINOTON, RAPPAIASHOCK Co., S7. PSTER (2006)

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WINCHESTER, FREDERICK CO., SACRED HEART OF JUSIES (1870) [CEM] Ravs. Stanley J. Krempa; Michael J. Dobbins, Parcehial Vicer; Descon Edward L. Christings.

Christian

Dobbins, Farochial Vicer; Deacon Edward L. Christianson.
Rea: 130 Keating Dr., 22801-2806, Tel: 540-888-8856; Fax: 540-887-8158.
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Catechesis / Religious Program—Tol: 540-882-2851. Douglas Koenker, D.R.R. Students 789.
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CO.
WOODBRINGE, PRINCE WILLIAM CO., OUR LADY OF ANOSLO (1939) Rova. J. Kevin O'Koefe, Parochial Admin.; Michael R. Duestorhuus, Parochial Vicar; Deacons Danny S. Jehnsen; Jose L. Pardo. In Res., Rev. Millon Acevedo.
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Students 571.

VOOSTOCK, SHEMANDOM CO., ST. JOHN BOSCO (1888)

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Mailing Address: BM \$7088, 8508 NW 114 Ava.,
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Emmitaburg, MD
Haisler, John F., Pontifical College Josephinum,
Columbus, OH
Mode, Daniel L., Chap., LCDR, Groten, CT
Murphy, Christopher D., St. Joseph, Pedro Santana
& Banica, Dominana Republic
O'Hare, Kaith M., St. Frands of Assisi, Banica &
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Military Chaplains:

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On Leave of Absence

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Bayns, James L., (Leave of Absence)
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Benia, Joseph G., St. John ith Beloved, McLean
Belit, Eugene D., (Leave of Absence)
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Braun, Richard L., (Leave of Absence)
Burrell, Richard L., (Leave of Absence)
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Einsmann, W. Vincent, Holy Family, Dale City
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Fishenden, James A., St. James, Falls Church Flahenden, James A., St. James, Falls Church Flores, Francisco, St. Francis of Assisi, Triangle Galver, Ecge A., Annunciation, West Hollywood,

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Mallen, John B., (Leave of Absence)
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Moore, Gerold J., Saared Heart, Manaxsas
Myskowski, Emil P., St. Elizabeth Ann Seton, Lake

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Pyrak, William J., St. Jude the Apostis, Lowes, DE
Ramires, Rouorda A., (Leave of Absence)
Resendes, Daulet F., Radired)
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Southy, Francisco R., (Leave of Absence)
Taub, Samuel M., (Ratired) Taub, Samuel M., (Retired) Trada, Remont, Protoute Blood, Culpoper Tynas, Thomas, Blessed Sacrament, Alexandrin Vivadd, Nosl. St. Leo the Great, Fairfax Whetan, Edward F., Jr., St. Matthew, Spotzylvania White, Jr., Thomas C., Good Shepherd, Alexandria Wolter, Thomas W., Sacred Heart, Manuscas

INSTITUTIONS LOCATED IN THE DIOCESE

(A) COLLEGES AND UNIVERSITIES ROTON. Marymount University, 2807 N. Glebe Rd., 22207. Tel. 703-522-5600; Fax: 703-284-1598. no., xcsv1. Det 703-522-5600; Fax: 703-284-1896.
Email: admissions@marymount.edu. Web:
www.marymount.edu. Dr. James R. Bundachub,
Prca.; Rev. David M. Sharland, Y.A., Campus
Min.; Zary Mostashari, Librarian. Raligious of the
Bacrod Heart of Mary., Rosident and Non-resident
cod students. Shaters 6; Lay Faculty & Staff 593;
Students 3,600.

Students 3,600.
SOUR BOYAL Christendom College, 134 Christendom Dr., 22630. Tel: 840-638-2800; Fax: 540-636-1865. Web: www.christendom.edu. Timethy T. O'Donnell, S.T.D., KC.H.S., Pres.; Andrew Armstvong, Library Dir. Besident and Nurresident students. Priests S; Lay Teachers 45; Students 450. In Res. Rev. Doneld J. Planty, LC.D.

(B) GRADUATE SCHOOLS

ARLINGTON. *The Institute for the Psychological Sciences, Inc., 2001 Jeffschon Davis Hwy., Ste. 511, 22202. Tel: 703-416-1441; Pax: 703-416-858. Emeil: info@ipsclences.adu. Web: www.hpscisuces.edu. Gladys Sweezey, Ph.D., Desn; Rev. Charles Sikorsky, L.C. Dedicated to the development and premotion of approaches to psychology founded in the Catholic vision of the human person. Master of Science (M.S.) and Doctor of Psychology (Psy.D.) degrees in Gluicol Psychology. Priests 2; Lay Facility 12; Lay Adjunct Paculty 5; Total Staff 11; Total Enrollment 75. Adjunct Facul Enrollment 76.

Britoliment 70.

ALEKANDRIA. Notre Dame Gradinate School of Christendam College, 4407 Bano St., 22312. Tel: 703-858-4304; Faz: 703-858-2318. Email: ndgs@christendom.odu. Web: www.christendom.odu. grad. Kristin P. Baros. Ph.D., Dean; Heidi Kalian, Ragistrar & Business Officer; Joseph Ariza, Librarian. Priests S, Sisters 1; Lay Teachen 12; Thtal Staff 4; Thtal Eurollment 200.

[C] DISTANCE UNIVERSITY [G] DISTANCE UNIVERSITY

HANLION. The Catholic Distance University, 120 E.
Colonial Hwy., 2018-9012. Tel: 888-254-4238;
Fax: 540.339-4788. Email: cdu@cdu.edu. Web:
www.cdu.edu. Meet Rev. Paul S. Loverde, D.D.,
S.T.L., J.C.L., Bd. Chra.; Marianne Evans Mount,
Ph.D., Pres.; Dr. Robert Royal, Ph.D., Dean
Graduate Progs.; Sr. Mary Margarat Ann
Schlather, S.N.D., Dean Catechetical Progs.; Dr.
Carol Ann Cirbee, Ph.D., Dean of Students; Rev. Bevil Bramwell, O.M.I., Ph.D., Duan Undergraduate Progs. Accredited University and Catechetical Institute offering M.A. In theology, B.A. degree completion in theology, catechetical diploms, advanced catechetic criticate, continuing education, online seminars. All programs through distance and online education. No residency required. Adjunct Faculty 41; Staff 14; Total Staff 45; Students 1,800.

[D] HIGH SCHOOLS, DIOCESAN [D] HIGH SCHOOLS, DIOCESAN

ARINGTON. Bishop Denis J. O'Connell High School,
6600 Little Valls Rid., 22212. Tel: 703-237-1400;
Fax: 703-237-1465. Email: mruhrbech@
bishopconnell.arg. Web: www.bishopconnell.org.
Kathleen Prabble, Pres; Dr. Joseph E. Verbuch
III, Ph.D., Prin.; Mr. John J. Gutler, Asst. Prin.;
Sr. Gatherine Hill, I.H.M., Asst. Prin.; Rov. James
C. Hudgins, Chap. & Asst. Prin.; Mrs. Sus Baxter,
Librarias. Priests I; Sisters 6; Trachers 104; Tutal
Staff 46; Studenta 1,218.

ALEKANDRIA. Bichan Inden. High School. 201

Staff 46; Students 1,210.
ALEXANDRIA. Blehop Insten High School, 201
Cambridge Rd., 22314. Tob. 703-751-7606; Fac:
703-212-3173. Email: info@bishopireton.org, Web:
www.bishopireton.org. Mr. Tim Hamer, Frin; Rev.
Edwin E. Pures, Chap.; Lindegale Dube,

Librarian. Priests 1; Brothers 1; Sisters 2; Lay Teachers 60; Students 821.

Teachers 60; Students 521.

Dunraies, Pupe John Paul the Great Cutholic High School, 17700 Deminican Dr., 22023. Tel: 703-445-0300; Fax: 703-445-0301. Web: Tel: 703-445-0300; Fax: 703-445-0301. Web: Prin., Shawn McNully, Asal. Prin. Student Life; Carl Paiton, Asal. Prin. Academies; Rev. Matthew H. Zubarbusler, Chep.; Mrs. Cynthia Trax, Librarian; Donald Turner, Dir. Facilities; Dr. Patricis Smith, Dir. Guddance; Jannifer Cole, Dir. Admissione; Larl Stricklund, Registrac; Dianna Tillgtson, Dir. Devel.; Joseph Redding, Business Mgr. Priesta I; Sisters 3; Lay Staff 33; Students 484.

484.

FAIRFAX Paul VI Cutholic High School, 10675 Fairfax
Blvd., 22030. Tel: 708-552-0925; Fax: 703-2739845. Email: website@paulvi.net. Web:
www.poulvi.net. Mrs. Virginia Colwell, Prin.;
Thomas G. Opfer, Asst. Prin. & Denn of
Academies; Silven Hanley, Dir. of Admissions &
Asst. Prin.; Ew. doel D. Jaffa, Chap. & Asst. Prin.;
Mary Jane Cochrone, Librarian. Priests 1;
Deacons 1; Ley Teachers 51; Students 980.

(E) BLEMENTARY SCHOOLS, PRIVATE

BRIEFOW. Liston Hall, (Crades Pref. 8), 935 Linton Hall Rd., 20136. Tol: 703-968-3157; Fax: 703-968-3096. Entail: Introdubli@col.com, Web: www.lintonhall.edu. Mrs. Elizabeth Poole, Prin.; Sr. Mary Fatricia Harrity, O.S.B., Librariac. Benedictins Sisters of Virginia 4; Lay Teachers 22;

· [F] INTERPAROCHIAL SCHOOLS

(FF INTERPAROCHIAL SCHOOLS
CIRLPERR. Epiphany School, (Grades PreK-8),
Precious Blood, 114 E. Edmendson St., 22701, Tel:
540-825-9017; Fgx; 540-825-8987. Emeil: office@
epipharycathoticsehool.org. Web:
www.epiphanycathoticsehool.org. Mrs. Barbara.
Turry, Prin.; Wendy Murphy, Asst. Prin.; Marcia
M. Moltland, Librarian. Sponsoring parishes:
Precious Blood, Culpoper, Our Lady of the Blue
Ridge, Madisca; St. Isidoče, Oranga and St. Petar
Missiont, Washington, VA. Lay Teachers 13;
Stadents 121. Mission, Was Students 12L

Students 121.

FALIS CHUNCH. Corpus Christi School, (Grades PreK-8), And Early Childhood Center, 8301. Glen Carlyn Rd., 22041. Thi: 703-820-7450; Fax: 703-820-9836. Rmsii: info@corpuschristischool.org. Web: www.corpuschristischool.org. J. A. Gurcia, Prin.; Ana Stich, Dir. Early Childhood Center; D. Krafchek, Libearian. Sponnoring parishes: St. Anthony and St. Philip. Lay Taschera 28; Students 450.

Fingusspansaning. Edu Cont. Act. 101.

FREENRICKSBURG. Holy Cross Academy, (Grades Preil. 8), 258 Stafford Lakus Pkwy., 22406. Tal: 640-286-1600; Fax: 540-286-1625. Edusil: BERMINKSBURG. Hoty Cross Accusemy, viraces a ver-8), 258 Stafford Lakes Pkwy., 22406. Tal: 640-286-1600; Fax: 540-286-1625. Email: bolycrossucateomywerizon.net. Wob: www.holycrosswoh.com. 3r. Susan Louise Eder, O.S.FS., Prin.; Jennifer Buer, Libruriso. Sponsoring portish: St. Mary, Fredericksburg. Oblato Sisters of St. Francis de Sales 4; Lay Teachers 25; Total Staff 42; Students 533,

Teachers 28; Tokal Staff 42; Students 533, 000 (Grades Prek. 3), 17750 Mary's Way, 22191. Tel: 703-491-4447; Fax: 703-492-8828. Small: office@aptinastass.org. Web: www.aquinastass.org. Scharie Goratti Bakey, O.P., Prin; Mrs. Judy Bads, Librarian. Sponsoring partshes: Our Ledy of Angels, Woodhridge; St. Elizabeth Ann Selan, Lako Ridge; and Secred Heart, Munassas. Daminican Sisters, Congregation of St. Cecilia 4; Lay Teschers 34; Ibtal Staff 64; Students 520.

[G] DAY CARE AND CHILD LEARNING CENTERS

ARLINGTON. Holy Martyrs of Vistnam Child Enrichment Day Care Center (Children 2 1/2-5 years), 916 S. Wakefield St., 22304. Tel: 703-920-1049; Fax: 703-553-0371. Eensil: tamila9160 ca.com. Dr. Tansila Mostamandy, Dir. Lay Teachers 3; Students 38.

Academia of School and School and School and School and School Center, (Grades Prefs. 8), 1417 V. Braddock Rd., 22302. Tal: 703-998-4170; Fax: 713-998-6033. Enail: schooling@ 703-998-5033. E. blessedsecramentoc.org. Ernall:

blessedescrainentoc.org. Web:
www.BlessedSecrassenic.org. Mrs. Valerie
Garcia, Prin. Lay Teachers 45; Students 338.
St. Gobriel's (Children 2-5 years), 4319 Sano St.,
22312. Thi: 703-354-0395; Fax: 703-354-0395. Sr.
Mágria D. Gonzales, PS.J.J. Local Supr. Poor
Blatare of St. Joseph (Buscos Aires). Sistera 6;
Lay Teachers 6; Students 50.

LAY BRICHS & SUGGEST 80.

FALLS CHURCH, Corpus Christ Early Childhood
Cexter (Children 3-5 years), 7506 St. Philips Ct.,
22042. Tel: 703-673-4570; Fau: 703-573-6832.
Laura Zybrick, Prin; Aroy Fry, Dir; Ann Stich,
Die. Sponsering Purishes; St. Anthony and St.

Philip. Lay Teachers 7; Students 174. St. Joseph's Preschool (Children 2-5 years), 203 N. Spring St., 22046. Tel: 703-533-8441; Fax: 703-482-8821. Rodney Torp, Dic. Lay Teachers 22; Studenta 100.

[H] MONASTERIES AND RESIDENCES OF PRIESTS AND BROTHERS

PRIESTS AND HROTHERS
ARLINGTON. Missionhural, C.I.C.M. Central House and
Proubnciales, 4861 N. 25th St., 22207. Tel: 703523-3200; Faz. 703-522-6355 Email: provinciale
missionhurat, org. Web: www.missionhurat.org.
Rave. Anselms Melonda Nicianga, C.I.C.M., Prov.
Supr.; Joseph. Glordano, C.I.C.M., Provincial
Traze. & Die. Pramotion; Michael Hann, C.I.C.M.,
Rechur; William Wyndaele, C.I.C.M.; Cohn B.
Peters, C.I.C.M.; Roger Van Cauwenbergh,
C.I.C.M.; Joseph Dewsele, C.I.C.M.; Charles
Deays, C.I.C.M.; Randy Gonzales, G.I.C.M., Azzt.
Dir. Promotion; John Morel, C.I.O.M.
American L.H.M. Province, Inc.
Immuculate Heart of Missions, Inc.
Missionhurat, Inc., Cangragation of the
Immaculate Heart of Mary foreign and home
missions.

minatulate Heart of Mary foreign and home missions.

BERRYVILE. Cistercian Abbey of Our Lady of the Holy Gross, 901 Cool Spring Lu., 22811-2700. Tel: 640-685-1426; Fax: 640-935-1366. Emnil: helycross@hcava.org. Web: www.heava.org. Rt. Rovs. Robert T. Bernes, O.C.S.O., Abbot; Edward McCorkell, O.C.S.O. (Retired): Rovs. Edmand Flynn, O.C.S.O., Prior & Tress.; Paschal Balkan, O.C.S.O.; Andrew Gries, O.C.S.O.; Yintoni Collins, O.C.S.O.; Maurics Floed, O.C.S.O.; Jaseph Wittstock, O.C.S.O.; James Orthmann, O.C.S.O., Novice Master & Vocation Dr.; Malschy Marrion, O.O.S.O., Bros. Stephon Maguire, O.C.S.O.; Bernestes Brownsoy, O.C.S.O.; Christopher Harmon, O.C.S.O.; Edward McLean, O.C.S.O.; Luks Schouardl, O.C.S.O.; Benedict Simmonds, O.C.S.O.; Jares Sommers, O.C.S.O.; Martin Stats, O.C.S.O. Order of Cistercians of the Strict Observance (Trappist), Community 29; Residents 18; Priests 10; Solsumly Professed Non-priest Monke 10.

[I] CONVENTS AND RESIDENCES FOR SISTERS

ARLINOTON. Religious of the Sacred Heart of Mary, Marymount Convent, 2307 N. Glebe Rd., 22207-4239. Tol. 1703-284-1495; Fax: 703-284-1495; Fax: 703-284-1495; Fax: 703-284-1495; Fax: 703-287-1495; Fax: 703-287-1495. Evail: ihmdjo@yahoo.com. Web: www.ihminmaculato.org. 9r. Rose Marle DeCarlo, I.H.M., Supe. Sisters 7.

ALEXANDRIA. Congregation of the Sisters of the Holy Cross, 5632 First Statesman La., 22312. Thi: 703-653-9619.

Sisters of the Holy Cross, Inc. Sisters 2.

Daughiers of St. Paul, 1028 King St., 22314. Tal: 703-649-3806; 703-649-1323 (Convent); Fax: 703-683-2658. Emsii: alexandria@pauline.org. Web: www.psuline.org. St. Christine Virginiz, FS.P., Local Supe.

www.pauma.ag.
Local Super.

St. Gabriel Convent, 4319 Sane St., 22312. Tel: 703354-0396; Fax: 703-354-0395. Bmuli:
mgonzaleztwit@werfzon.net. St. Maria D.
Gonzalez, P.S.S. J., Local Supr. Poor Staters of St.
Jeseph's Batenos Aires Regional House and

Novillate 5.

Poor Clare Monostery of Mary, Mother of the Church, 2505 Stenehedge Dr., 22305. Tel: 703-765-4918; Fax: 703-765-2855. Observing the Primitive Rule of St. Clare. Solamnly Professed 13; Postulants 1; Novices 1.

13; Postulants 1; Novloss I.
BRISTOW. St. Benedict Monastery, Benedicting Sisters of Virginia, 9638 Linton Hall Rd., 20136-1217, Thi: 703-361-0106; Fax: 703-361-0254. Email: cdwysrosb@comeastnet. Web: www.osbw.acrg. St. Cecilie Dwyer, O.S.B., Prioress. Tel: 703-368-4648, B.E.A.C.O.N.: Benedictine Educational Assistance Community Outcreach to Neighbors, Benedictine Pastoral Center, Linton Hall School, Benedictine Counseiling Center. Professed Sisters 29; Sisters Resident & Motherhouse 28.

Resident & Motherhouse 26.

FAIRAX. Adorers of the Holy Cross, 18917 Marilta Ct., 22030, Tel: 703-591-0862; Pau: 763-591-0862.

Email: mtgdiva@yaloo.com. Sr. Elizabeth Lien Nguyen, M.T.G., Sppr. Siletars S. Sisters of Our Lady of La Salette (Grenoble, France), 10800 Ceder Ave., 22030-3112. Tel: 703-891-4294; Fau: 703-691-1767. Email: murijounds@verizon.net; leseletto.sisters@yaloo.com. Web; www.gecofiles.com/lass|etteristers. Sr. Maria Josephine S. Valenton, S.N.D.S., U.S.A. Regi. Stur.

FRONT ROYAL. Pax Christi Instituts, 1789 Quicksburg Rd., Quicksburg, 22847. Tel: 540-740-9198; Fax: 540-740-4298. Email; pexchristisisters@ yahoo.com. Sr. Marcades Martinez, P.C.I., Supn Sistera 3.

LINDEN. Saint Dominic's Monastery, Dominican Nuns OES. Saint Dorning's Monastery, Dominican Nuna (Contempiatus), 2335 Monastery Rd., 22642-5371. Tel: 640-635-3269; Fax: 340-635-5056, Email: Indenoproma@acl.dom. Sr. Mary Fidelis Scoti, O.P., Prioress. Solemnly Prefessed 6; Novices 3; Postulants 1.

STRABBURO. Sisters of Marcy of the Americae, 337 Blm St., Winchester, 22691. Tel: 540-888-7741. Email: mwharton@eu.edu. Web: www.eislarsefinoroy.org. Sr. Margaret Mary Wharton, R.S.M., Contact

Person.

Sisters of Notre Dunse de Namur, 337 Elm St.,
Winchester, 12301. Tel: 540-888-7741. Email:
caroland@aol.com, Web: www.anddan.org. Sc.
Carol A. Bymons, S.N.D.deN., Contact Parsun.

consense. S. P. L. Contact Person.

Congregation of St. Cactlini, 5009 Bobcat Ct.,
22193. Tel: 703-678-7823; Fax: 703-678-7824.

Email: sni.hoover@jpth.egreat.org, Sr. Mary
Jordan Hoover, O.P., Supr. Dominican Sisters 7. WOODBRIDGE.

[J] RETREAT HOUSES

Berryulle. Retrust House, Holy Crass Addey, 801 Cod Spring Ln. 22611-2700. Tel: 549-955-4383; Fax: 640-955-1356. Email: information@heavs.org. Web: www.hcava.org,

McLean. Daminican Retreat House, 7103 Old Dominion Dr. 22101-2799. Tul: 703-356-4243; Fax: 703-893-4502. Emeil: strigues@ Doning Dr., 27191-2794. Tail 703-356-2431; Fax: 703-632-4402. Emeil: ersgnes@ dominicametreat.org. Web: www.dominicametreat.org. Doublicam Sisters of St. Oatherine De Ricci, Accommodations for 41 persons. Sisters 6.

(K) CAMPUS MINISTRY

[K] CAMPUS MINISTRY

ARIBOTON. Marymount University 2807 N. Glebe Rd., 22207. Tels: 703-294-1607; Far: 703-284-3858.

Email: father.david@marymount.edu. Web: www.marymount.edu. Revs. John P. Peterson, Y.A., Ass. Chap. David M. Sharland, Y.A., Chap. & Dir. Campus Ministry

FRIRFAX George Mason University, Catholic Campus Ministry 451b Roberts Rd., 22032. Tel: 703-425-0022; Fax: 703-425-0753. Email: passette gmu.edu. Web: gmucon.org. Rev. Peter W. Nassetta, Y.A., Chap. & Dir. Campus Ministry; Jelu More, Asst. Campus Min.

St. Robert Bellaraniae Chapel George Mason University, 451b Roberts Rd., 22032. Tel: 703-425-0022; Pax: 703-425-7758. Rev. Peter W. Nassetta, Y.A.; John Mare, Campus Min.; Cathariae Horan, Asst. Campus Min. Catholic Campus Ministry.

FRADERICKSBURG. University of Mary Washington

FREDERIC Campus Sun. Cannote Campus Junium;
FREDERIC SARURG. University of Mary Washington
Catholia Campus Ministry, 1614 College Ave.,
22401. Tel: 540-378-8746; Fax: 540-518-0086.
Rmall: father@umwccm.org. Web: umwccu.org.
Rov. Frederick H. Edlefsen, Chap.; Molly Milroy,
Asst. to the Chap.; Varonica Knickerbocker,
Admin. Asst.

[L] MISCELLANBOUS

ARLINGTON. Rooted in Faith-Forward in Hops, Inc., 200 N. Globe Rd., 8ts. 314, 22203. Tel: 703-841-2560; Fux: 703-524-5028. Vary Rev. Mark S. Mealey, O.S.F.S., J.C.D., Ph.D., V.C., J.V., Pres. The Women's Apostolate to Youth, 5600 N. 16th St., 22205. Tel: 703-534-5821. Email: robinmesses

omensepeatolateteyouth.blogapot.com. Dr. Robin Mans, Dir

Mans, Dir.

South Apostles Institute, An Association of Christian
Faithful, 1600 Carlin Ln., McLean, 22101-4100.

Tel: 708-550-0914; Fax: 703-556-9455, Smail:
administratorityouthappatles.org. Web;
www.youthapsatles.org. Revs. John P. Peterson,
Y.A., Dir; Ramon Dominguez, Y.A.; Michael F.
Kuhn, Y.A.; Peter W. Nassetta, Y.A.; David M.
Sharland, Y.A.; Mr. Thomas Dussterhaus; Mr.
Thomas Yehl.

ANDRAY, Aling Ousses, Clinic, and Convincion

Thomas Yeni.

FARFAX. Alpha: Omega Clinis and Consultation
Services, 3607A Chain Bridge Rd., Ste. 105,
22030. Tel; 301-767-1733; Fax: 301-767-1743.
Email: alphoonegaclinic@verison.net, Web:

Email: alphaomagadinic@verizon.net. Web: www.acces.org. "Divine Mercy Care, 11185B Lee Hwys, 22030. Tel: 703-804-8552, Ext. 204; Fax: 703-760-8500. Email: in@divinemarcycare.org. www.divlnemercycare.org. John Bruchalski, M.D.,

Heera Cam.

FRONT ROYAL. "Human Life International, 4 Family
Life Ln., 22680. Thi: 540-556-7884; Fux: 540-5226247. Email: hi@hilorg. Wab: www.hilorg. Rev.
Thomas J. Butanuer, Pres.

*Seton Home Study School, 1350 Progress Dr.,

22630, Tel: 840-638-9990; Pax: 540-636-1602. Email: info@estonhome.org, Web; www.setonhome.org, Dr. Mary K. Clark, Dir.

McLean. Crusaders of St. Mary, 2001 Great Falls St., 22101. Tel: 703-538-3646. Email: aperesalca@ cox.net. Antonio Perez-Alcala, Dir.

COKERS, ARIOND FEWS-RICKIN, INC.
TSYLVANIA, SR. Francis Catholic Works West, 9831
Peppertree Rd., 22653. Tol. 540-972-2213. Wab:
www.catholicworker.org. Mr. John Maboney, Vice
Pres. Total in Residence 2.

VERNA. Mount Tabor Society, Inc., 2883 Hunter Mill Ed., 22181. Tel: 703-938-2584. Rev. Faul C. Wynantz, C.I.C.M., Dir. A House of Frayer and Christian Community. RELIGIOUS INSTITUTES OF MEN REPRESENTED IN THE DIOCESE

further details refer to the corresponding bracketed number in the Religious Institutes of Men or Women section.

Apoetles of Jesus-A.J.

[1350]—Brothers of St. Francie Xavier—C.F.X.

[0520]-Franciscan Friars (Holy Name Prov.)-O.F.M. 0530 - Franciscan Friars of the Atonement -SA.

[0380]—Missionhurst Cangregation of the Immaculate Heart of Mary—O.I.C.M.
 [0320]—Oblates of St. Francis de Sales (Wilmington-Philadelphie Prov.)—O.S.F.S.

Philadelphia Prov. — O.S.F.S.

[]—Order of St. Augustine (Augustinians)—O.S.A.

[]—Order of the Canons Regular of Premontre
(Norbertines)—O.Prsem

[0978]—Society of Our Lady of the Most Holy
Trinity—S.O.L.T.

[0700]—St. Joseph's Society of the Sacred Heart
(Baltimore, MD)—S.S.J.

[05d0]-Third Order Regular of Saint Francis (Secred Heart Prov.-T.O.R.

-Visinanese Dominican Fathers (Galgazy, Alberta, Canada)-O.P.

U-You's Aposter-YA.
RELIGIOUS INSTITUTES OF REPRESENTED IN THE DIOCESE WOMEN

[4155]—Adorer of the Holy Cross—M.T.G. [0280]—Benedictine Sisters of Virginio—O.S.B. [1920]—Congregation of the Sisters of the Holy Cross—C.S.G.

[0960]—Daughters of Wisdom—D.W.
[1070-17]—Dominican Sisters Congregation of St.
Catherine deRicci—O.P.

[1070-07]—Dominican Sisters Congregation of St. Ceclifa—O.P. [1365]...Franciscan Missionary Sisters of the Infant Jesus...F.M.I.J.

[1250]—Franciscan Sisters of the Eucharist—P.S.B. [1880]—Randmaidens of Reparation of the Sacred Heart of Jesus—A.R.

[3080]—Oblate Sisters of St. Francis de Sales-OS PS.

[3760]—Order of St. Clare (Claistered)-P.O.C. [-Pax Christi Institute (Corpus Christi, TX)-P.C.I.

109501-Plous Society of Daughters of St. Paul-P.S.P. [3250]—Pace Sisters of St. Joseph.—P.S.S.J.

3465)—Religious of the Sacred Heart of Mary
(Bastern North Amer. Prov.)—R.S.H.M.

[2675] Sisters of Mercy of the Americas-R.S.M.

[2990]-Sisters of Notre Dame-S.N.D.

[3000]-Sisters of Notre Dame de Namur-S.N.D.deN. I-Sisters of Our Lady of La Salette (Grenoble, France)-S.N.D.S.

[1850]-Sisters of St. Francis of Philadelphia-O.S.P. [3893]-Sisters of St. Joseph of Chestnut Hill (Philadelphia)-8.S.J.

[Sisters of St. Paul of Chartres - S.P.C. 1-Sisters of the Humility of Mary-H.M.

[3170]—Sisters, Servants of the Immaculate Heart of Mary—LH.M.

NECROLOGY

(No Deaths)

An asterisk (*) denotes an organization that has established tax-exempt status directly with the IRS and is not covered by the USCCB Group Ruling.

Attachment H

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information.

The Offeror, Diocese, of Arlington (Agency Name)
\overrightarrow{Y} is a corporation or other business entity with the following SCC identification number: $0172541-5$ -OR-
is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-
is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) -OR-
is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.
NOTE >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):
10/28/12
Authorized Signature Date
Piesidan (CEO
Title

Attachment G

FFATA Sub-recipient Required Data

This form must be completed, certified, and returned with the response to the RFP.

	For VDSS Use Only - To be con	npleted by Program Unit
1.	Federal Award Identifier Number (FAIN)	
2.	Award Title	
3.	CFDA	
4.	Subaward Number	
	To be completed by	Subawardee
5.	Subawardee Legal Name	The Catholy Charties of the Dorse of Achieston Los
6.	Data Universal Numbering System (DUNS) number – 9 digits	The Catholic Charities of the Discount Artifor Inc
7.	Are you registered in the Central Contractor Registration (CCR)?	Yes .
	If Yes, continue to question 8. If No, please go to question 9.	Ŭ/No
8.	Is your registration CCR current and active?	Yes
	If Yes, enter expiration date.	Expiration Date:
	If No, continue to question 9.	₩ NO
9.	In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If Yes, continue to question 10. If No, please go to question 12.	☐ Yes ☐ No
10.	Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)	☐ Yes ☑ No

Attachment G

If Yes, please go to question 12. If No, please continue to question 11.				
11. List the names and total compensation of the top five highly compensated officers. Total Compensation is the cash and noncash dollar value earned by the executive during the preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appreciation rights; earnings for services under non-equity incentive plans; change in pension value, etc. (for more information see 17 CFR 229.402 (c) Note: State and local governments are exempt from reporting executive compensation.	Officer 1 Name: Arthur Bennett Officer 1 Compensation: \$63,802 Officer 2 Name: Robert Callashan Officer 2 Compensation: \$13,074 Officer 3 Name: Steve Luteran Officer 3 Compensation: \$92,939 Officer 4 Name: Edward Healey Officer 4 Compensation: \$62,324			
	Officer 5 Name:			
12. Awardee Street Address 1	200 North Glebe Road, Suite 506			
13. Street Address 2	7 941			
14. City	Arlangton			
15. State	Virginia			
16. Zip + 4	22203			
17. Congressional District	8th			
18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1	80 North Glebe Rd			
· 19. POP Street Address 2				
20. POP City	Arlington			
21. POP State	Virginia			
22. POP Zip + 4	11103			
23. POP Congressional District	gth.			

Dun & Bradstreet website: http://www.dnb.com/us/ Central Contractor Registration website: https://www.bpn.gov/ccr

Attachment G

as required to keep registration current.	
ANT BENNEAD AND	Presided 1 (80
Name	Title
6/28/12	
Date	

I certify that the above Subawardee information is correct, accurate, and will be maintained/updated

Form W-9

(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

number to be issued),

effectively connected income.

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

	Name (as shown on your income tax return)									
	The Catholic Charities of the Diocese of Arlington, Inc.									
ci.	Business name/disregarded entity name, if different from above									
96										
page	Check appropriate box for federal tax classification:									
6	☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation	Partnership 1	Trust/estate							
a S	-						In	Exe	mpt	payee
Ş ĕ	Limited liability company. Enter the tax classification (C=C corporation, S=S	6 corporation, P=partner	ship) ▶					_		
호호										
Print or type	✓ Other (see instructions) ► 501(c)	c)(3) Tax Exempt								
_ €	Address (number, street, and apt. or suite no.)		Requester's	name an	aoc	ress (o	ptiona	a)		
Print or type Specific Instructions on	200 North Glebe Road, Suite 506									
	City, state, and ZIP code									
See	Arlington, Virginia, 22203									
	List account number(s) here (optional)									
									_	
Par	Taxpayer Identification Number (TIN)		60	cial secu	dh. e	umhar				
Enter	your TIN in the appropriate box. The TIN provided must match the name	e given on the "Name or (SSN) However fo		Ciai Secu	.,	T	7	ГТ	Т	T
	your TIN in the appropriate box. The time product is your social security number bold backup withholding. For individuals, this is your social security number ant alien, sole proprietor, or disregarded entity, see the Part I instructions	on page 3. For other			-		-	1 1	- 1	
entitie	es, it is your employer identification number (EIN). If you do not have a nu	umber, see How to ge	eta L				_	ш		
TIN o	n page 3.			ployer id	entil	ication	numi	per	_	
	If the account is in more than one name, see the chart on page 4 for gui	idelines on whose				П	T	П	T	ī
numb	er to enter.		5	4 -	0	5 1	5	7	0	6
							_			
Par										
Unde	r penalties of perjury, I certify that: e number shown on this form is my correct taxpayer identification numb	er (or I am waiting for	a number to	be issu	ied t	o me),	and			
1. Th	e number shown on this form is my correct taxpayer identification have	lum withholding or fr	a) I have not	heen no	tifie	d by th	e Inte	ernal I	Reve	nue
2. la	m not subject to backup withholding because: (a) I am exempt from backervice (IRS) that I am subject to backup withholding as a result of a failure	e to report all interest	or dividends	s, or (c) t	he II	RS has	notif	ied m	e th	at I am
no	longer subject to backup withholding, and									
	3. I am a U.S. citizen or other U.S. person (defined below). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding									
	use you have failed to report all interest and dividends on your tax return ist paid, acquisition or abandonment of secured property, cancellation of rally, payments other than interest and dividends, you are not required to									the
gener	rally, payments other than interest and dividends, you are not required to actions on page 4.	sign the continection	, 501, 501							
Sigr										
Here	Data b/73/1/									
		Note. If a requester	gives you a	form oth	er t	han Fo	rm W	-9 to	req	jest
	Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar					milar				
	Section references are to the Internal Revenue Code unless otherwise to this Form W-9.									
	Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:									
Pur	Purpose of Form									
A per	A person who is required to file an information return with the Ind India									
avam	obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest example, income paid to you, real estate transactions, mortgage interest									
you paid, acquisition or abandonment of secured property, cancellation • An estate (other than a foreign estate), or										
of de	bt, or contributions you made to an IRA.	A domestic trust (a	as defined in	Regula	tions	section	on 30	1.770	1-7)	
Us	Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the business in the United States are generally required to pay a withholding									
reque	, to provide your correct TIN to the person requesting it (the ester) and, when applicable, to:	business in the Unit	ed States an	e genera	ally r	from s	uch	aya busin	ess.	HOIGHK
1. (equester) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a 1. Certify that the TIN you are giving is correct (or you are waiting for a				d, a					

partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a

partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S.

status and avoid withholding on your share of partnership income.

Attachment E

FEDERAL CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100.000 for each such failure.

Certification Regarding Drug-Free Workplace Requirements

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace:
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:

 (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 (c) Section 504 of the Rehabilitation

- Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended. relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made: and. (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955. as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
MSSA	Presided & CEU
APPLICANT ORGANIZATION	DATE SUBMITTED
Catholic Chairtins Diocese of Ali	ngtm

Attachment C

PROGRAM ASSURANCES STATEMENT

In contracting with the Office of Newcomer Services, Virginia Department of Social Services, my organization assures that:

A. The primary service goal will be to enable refugees to obtain employment as quickly as possible after enrolling in Refugee Social Services or the Targeted Assistance Program.

My organization assures that to it agrees to:

- Utilize the ONS Comprehensive Resettlement Plan (CRP) or a comparable alternative for arriving refugees (includes all eligible populations) and/or all members of the refugee family, if it proposes to provide refugee resettlement services under the Refugee Social Services (RSS) and TAP sections of this RFP.
- 2. Accept that comprehensive resettlement includes Reception and Placement (R&P) and Matching Grant (MG) case activities for RSS and TAP clients. The Contractor agrees that ONS must have ready access to R&P and MG case files.
- Keep, in the client's case file, proof in the form of documentation issued by the
 appropriate federal agency that verifies one of the eligibility statuses listed in Section
 II A Eligible Individuals to be Served. Such documentation would include: a
 copy of the client's I-94, I-551/I-551B, asylum letter, and/or victim of trafficking
 certification.
- B. Provide services that are culturally and linguistically compatible with each refugee client's language and cultural background, and sensitive to gender issues.
- C. Make available to refugee women the same opportunities given to refugee men to participate in all appropriate services, including job placement and to include the use of bilingual/bicultural women on staff to ensure adequate service access by refugee women and cultural sensitivity
- D. Provide accurate information on refugees that are enrolled in TANF and RCA, and to adhere to a mechanism to ensure that, as a condition of eligibility, employable refugee adults who apply for refugee cash assistance are informed that they must register for work with an appropriate employment services agency, and will ensure that the individual is informed that he/she must participate in an employment service within 30 days after receipt of aid.
- E. Make available and offer English language instruction concurrent with employment or employment support services, and offered at times and places accessible by the refugee.
- F. Cooperate with ONS when it conducts program reviews and evaluations which can occur at any time.
- G. Provide written notice within 30 days of any changes in the program staff as outlined in the project narrative, and include a revised position description if applicable. This notice must be sent to the Senior Contract Specialist.
- H. Provide services under the Virginia Refugee Resettlement Program without charging a fee for providing the services outlined in the contract documents or use income to determine eligibility.
- I. To strengthen communication and cooperation with the Office of Newcomer Services, to provide comprehensive and integrative resettlement services, and to provide continuous program improvement by the doing the following:

Attachment C

- Conduct quarterly consultations with representatives of local affiliates of voluntary resettlement agencies, local community service agencies, local governments, and other agencies that serve refugees to plan and coordinate the appropriate placement of refugees in advance of the refugees' arrival.
- Inform the State Refugee Coordinator at the moment a Contractor has any evidence regardless of its significance – that a resettlement case is not progressing or conforming to basic program expectations.
- 3. Participate in a mid-year and annual program review to evaluate the agency's service delivery and progress toward outcomes.
- 4. Conduct on-going planning to ensure program flexibility and agency responsiveness to changes that impact refugee resettlement programs and services.
- 5. Provide ONS with the method and information by which ONS can make contact with an authorized agency representative at any time.
- 6. Adhere to the Business Hours and Accessibility to Clients set forth in Section P of the **Special Terms and Conditions**
- 7. Adhere to the *Communication Protocol* set forth in Section Q of the **Special Terms and Conditions**".
- 8. Adhere to the *Difficult Case Protocol* set forth in Section R of the **Special Terms and Conditions**.
- J. My organization agrees to be an active participant in the Virginia Newcomer Information System (VNIS) database, and, as such, to do the following:
 - a. Regularly enter client and service data into VNIS
 - b. Have or develop the staff and computer system capability and resources to participate in the VNIS statewide network.
 - c. Designate one staff person that will have VNIS responsibilities and be the VNIS point of contact for ONS.
 - d. Participate in VNIS User training and/or User Group.
 - e. Participate in trainings, system upgrades, and VNIS maintenance as directed by
 - f. Adhere to all ONS reporting requirements.
 - g. Adhere to all VDSS Security and User requirements.

Pasido 9

Signature

Title

Date

Virginia Office of Newcomer Services May 2012



MIGRATION AND REFUGEE SERVICES

Confidentiality Agreement

It is understood and agreed to that the Discloser and the Recipient would like to exchange certain information that may be considered confidential. To ensure the protection of such information and in consideration of the agreement to exchange said information, the parties agree as follows:

1. The confidential information to be disclosed by Discloser under this Agreement ("Confidential Information") can be described as and includes: ALL DOCUMENTS PROVIDED BY CATHOLIC CHARITIES OF ARLINGTON MIGRATION AND REFUGEE SERVICES.

Technical and business information relating to Discloser's proprietary ideas, patentable ideas copyrights and/or trade secrets, existing and/or contemplated products and services, software, schematics, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

In addition to the above, Confidential Information shall also include, and the Recipient shall have a duty to protect, other confidential and/or sensitive information which is (a) disclosed by Discloser in writing and marked as confidential (or with other similar designation) at the time of disclosure; and/or (b) disclosed by Discloser in any other manner and identified as confidential at the time of disclosure and is also summarized and designated as confidential in a written memorandum delivered to Recipient within thirty (30) days of the disclosure.

- 2. Recipient shall use the Confidential Information only for the purpose of translating said documents for Discloser
- 3. Recipient shall limit disclosure of Confidential Information within its own organization to its directors, officers, partners. members and/or employees having a need to know and shall not disclose Confidential Information to any third party (whether an individual, corporation, or other entity) without the prior written consent of Discloser. Recipient shall have satisfied its obligations under this paragraph if it takes affirmative measures to ensure compliance with these confidentiality obligations by its employees, agents, consultants and others who are permitted access to or use of the Confidential Information.
- 4. This Agreement imposes no obligation upon Recipient with respect to any Confidential Information (a) that was in Recipient's possession before receipt from Discloser; (b) is or becomes a matter of public knowledge through no fault of Recipient: (c) is rightfully received by Recipient from a third party not owing a duty of confidentiality to the Discloser; (d) is disclosed without a duty of confidentiality to a third party by, or with the authorization of, Discloser; or (e) is independently developed by Recipient.
- 5. Discloser warrants that he/she has the right to make the disclosures under this Agreement.
- 6. This Agreement shall not be construed as creating, conveying, transferring, granting or conferring upon the Recipient any rights, license or authority in or to the information exchanged, except the limited right to use Confidential Information specified in paragraph 2. Furthermore and specifically, no license or conveyance of any intellectual property rights is granted or implied by this Agreement.
- 7. Both parties acknowledge and agree that the exchange of information under this Agreement shall not commit or bind either party to any present or future contractual relationship (except as specifically stated herein), nor shall the exchange of information be construed as an inducement to act or not to act in any given manner.

Arlington

Alexandria

6911 Richmond Highway 80 North Glebe Road

Arlington, VA 22203

P 703 841 3876

Alexandria, VA 22306 P 703 721 3500

Falls Church

P 703 533 5746

6245 Leesburg Pike, Ste 300

Falls Church, VA 22044

Fredericksburg 24 Butler Road

Fredericksburg, VA 22405

P 540 899 6507



MIGRATION AND REFUGEE SERVICES

- 8. Neither party shall be liable to the other in any manner whatsoever for any decisions, obligations, costs or expenses incurred, changes in business practices, plans, organization, products, services, or otherwise, based on either party's decision to use or rely on any information exchanged under this Agreement.
- 9. If there is a breach or threatened breach of any provision of this Agreement, it is agreed and understood that Discloser shall have no adequate remedy in money or other damages and accordingly shall be entitled to injunctive relief: provided however, no specification in this Agreement of any particular remedy shall be construed as a waiver or prohibition of any other remedies in the event of a breach or threatened breach of this Agreement.
- 10. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information and supersedes any prior agreements, understandings, or representations with respect thereto. Any addition or modification to this Agreement must be made in writing and signed by authorized representatives of both parties. This Agreement is made under and shall be construed according to the laws of the State of VIRGINIA. U.S.A. In the event that this agreement is breached, any and all disputes must be settled in a court of competent jurisdiction in the State of VIRGINIA. U.S.A.
- 11. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

duties and obligations set forth herein.
Recipient of Confidential Information:
Name (Print or Type):
Company:
Title:
Address:
City, State & Zip:
Signature:
Date:
Discloser of Confidential Information:
Name: (Print or type)
Catholic Charities of Arlington Migration and Refugee Services
Title:
80 N. Glebe Rd.
Arlington VA 22203
Signature:

Date

Overview of the Volunteer Program

A large base of approximately 100 volunteers work as cost-effective support to BTB clients. Included in these volunteers are three part-time Ignatian Volunteer Corps staff who make a one-year renewable commitment to serve 20 hours per week in the office as well as 6-10 quarterly college interns who assist in all of MRS' service hubs. Volunteers come from the local communities, faith centers, employers with volunteer programs, student and adult parttime and full-time volunteer programs, and internship programs at high schools and colleges. For BTB, volunteers offer ELT tutoring to clients, assist with résumé preparation and job preparedness, educate about public transportation, etc. Volunteers must submit to a federal background check and fingerprinting prior to commencement of volunteer services, and once accepted as volunteers, undergo a two-hour formal training conducted by the Catholic Charities and a 3 hours of training by the MRS, using formalized written materials. They receive additional individual "on-the-job" training from the team to which they are assigned and from the Volunteer Coordinator as needed. Their actions and volunteer files are monitored regularly on an ongoing basis by the Volunteer Coordinator who also communicates regularly with staff members to ensure a satisfactory and appropriate level of service provision to clients. Volunteers are required to document all contact with clients and services provided and log all volunteer hours served.

Main Volunteer Service Components

Orientation

- Role of Resettlement Programs and Responsibilities of clients
- Family Reunification Process
- · Refugee Benefits and accessing them
- Education in the US
- Employment in the US
- Housing and Transportation
- Safety and Crime
- · US Laws and Policies
- Taxes

Advocacy

- · Advocating for clients with their local department of social services
- Assisting clients with access to basic health benefits
- · Securing housing for clients
- Ensuring that clients are able to access their public benefits
- Producing Vouchers and financial disbursements for client needs
- Resume Preparation

Transportation

- Social Security
- Health Department
- Social Services
- Groceries
- Job Interviews
- Community exploration
- Various appointments and trainings

POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Title

Migration and Refugee Services Director

Functional Area

Programmatic Oversight

Reports to

CCDA MRS Director

Salary

Confidential

Employment Status

Full-Time

2. POSITION OBJECTIVE

The Associate Director of at CDA MRS manages and oversees the provision of all services to refugees entering the United States under sponsorship of the U.S. Conference of Catholic Bishops Office of Migration and Refugee Services (USCCB MRS). These services are made possible through contracts with the U.S. Department of State Office of Refugee Resettlement, the Department of Health and Human Services, the VA Office of Newcomer Services, as well as through the generosity of private foundations, faith communities and individuals. The Associate Director is responsible for contract compliance and reports directly to the CDA MRS Director.

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

Required
Knowledge and
skills

Master's Degree with a minimum of 5 years of experience in the non-profit sector or in refugee services.

Knowledge of the refugee resettlement process and awareness of world events

Knowledge of Federal Government structure and the Federal offices involved in regulation and funding of resettlement efforts in the U.S.

Awareness of federal rules and regulations regarding funding opportunities and program administration Knowledge of the institution of the Catholic Church and hierarchy and of the US Conference of Catholic

Possess excellent writing skills and organizational abilities.

Knowledge of program management principles, methods, and techniques.

Demonstrates multicultural awareness and sensitivity.

Strong interpersonal and communication skills and the ability to work effectively both independently and with a wide range of constituencies in a diverse community.

Knowledge of financial/business analysis techniques.

Ability to multitask: to plan, organize and direct multiple programs and activities simultaneously.

Possess excellent writing skills and organizational abilities.

Excellent supervisory and team building skills

Ability to communicate clearly and convincingly both in writing and orally

Strong presentation and advocacy skills

Management

Provide effective management and oversight of all resettlement services and activities for the office

Ensure quality services to all clients

Recruit, manage, and support program and administrative staff

Facilitate staff training, development, and retention

Prepare and implement an annual action plan

Coordinate and communicate with office staff and Director regarding service delivery, program development,

and meeting the challenges presented by a changing refugee caseload and resettlement system

Coordinate service delivery to refugee clients with refugee and mainstream service providers

Communicate with Director on program and personnel developments

Communication	Must be able to communicate effectively in writing and verbally both internally, and to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community.
Financial Management	Oversee the implementation, management, and tracking of the R&P. Match Grant, BTB and VRSAP Program operational budgets Provide oversight of the monthly expenditures Develop and monitor yearly programmatic operating budgets
Learning	Must be able to keep informed of the social services policies and practices in all counties and localities where the agency is active Information on any changes in public policy or practices should be relayed to the appropriate staff. The associate director must be able to manage own learning and identify trainings and seminars that would be beneficial to self and other staff.
Initiative and enterprise	Must be able to strengthen existing relationships and create new ones within the community.

4. OCCUPATIONAL HEALTH AND SAFETY

All Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- · Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- · Correct utilization of appropriate personal protective equipment

5. GENERAL RESPONSIBILITIES

Responsibilities:

FINANCIAL MANAGEMENT:

- · Oversee the implementation, management, and tracking of the R&P Program operational budget
- · Provide oversight of the monthly expenditures
- · Develop and monitor yearly R&P operating budget

PROGRAM MANAGEMENT:

- Ensure compliance with contract and funder requirements under multiple sources, including the U.S. Department of State, Department of Health and Human Services, VA Office of Newcomer Services, and other funded programs
- Ensure effective and successful implementation and oversight of R&P program within the office
- · Implement policies and procedures and coordinate with community in both the public and private sectors
- · Serve as the onsite liaison with the State Refugee Coordinator and other contractors
- · Oversee timely submission of accurate program reports

FUNDRAISING MANAGEMENT

- · Produce yearly resource development plan in conjunction with the office's annual action plan
- · Liaise with existing donors and develop new funding sources
- · Develop proposals for grants and contracts
- · Develop strategies for funding diversification and private resources

PUBLIC RELATIONS:

- · Engage in local advocacy on behalf refugee community
- · Represent community to stakeholders in forums such as State Councils, media events, funder meetings, or related proceedings

POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Title

Migration and Refugee Services Associate Director

Functional Area

Programmatic Oversight

Reports to

CCDA MRS Director

Salary

Confidential

Employment Status

Full-Time

2. POSITION OBJECTIVE

The Associate Director of at CDA MRS manages and oversees the provision of all services to refugees entering the United States under sponsorship of the U.S. Conference of Catholic Bishops Office of Migration and Refugee Services (USCCB MRS). These services are made possible through contracts with the U.S. Department of State Office of Refugee Resettlement, the Department of Health and Human Services, the VA Office of Newcomer Services, as well as through the generosity of private foundations, faith communities and individuals. The Associate Director is responsible for contract compliance and reports directly to the CDA MRS Director.

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

Required	
Knowledge and	
skills	

Master's Degree with a minimum of 5 years of experience in the non-profit sector or in refugee services.

Knowledge of the refugee resettlement process and awareness of world events

Knowledge of Federal Government structure and the Federal offices involved in regulation and funding of resettlement efforts in the U.S.

Awareness of federal rules and regulations regarding funding opportunities and program administration Knowledge of the institution of the Catholic Church and hierarchy and of the US Conference of Catholic Bishops

Possess excellent writing skills and organizational abilities.

Knowledge of program management principles, methods, and techniques.

Demonstrates multicultural awareness and sensitivity.

Strong interpersonal and communication skills and the ability to work effectively both independently and with a wide range of constituencies in a diverse community.

Knowledge of financial/business analysis techniques.

Ability to multitask: to plan, organize and direct multiple programs and activities simultaneously.

Possess excellent writing skills and organizational abilities.

Excellent supervisory and team building skills

Ability to communicate clearly and convincingly both in writing and orally

Strong presentation and advocacy skills

Management

Provide effective management and oversight of all resettlement services and activities for the office

Ensure quality services to all clients

Recruit, manage, and support program and administrative staff

Facilitate staff training, development, and retention

Prepare and implement an annual action plan

Coordinate and communicate with office staff and Director regarding service. Helivery, program develops and meeting the challenges presented by a changing refugee caseload and resettlement system

Coordinate service delivery to refugee clients with refugee and mainstream service providers

Communicate with Director on program and personnel developments

Communication	Must be able to communicate effectively in writing and verbally both internally, and to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community.
Financial Management	Oversee the implementation, management, and tracking of the R&P, Match Grant, BTB and VRSAP Program operational budgets Provide oversight of the monthly expenditures Develop and monitor yearly programmatic operating budgets
Learning	Must be able to keep informed of the social services policies and practices in all counties and localities where the agency is active Information on any changes in public policy or practices should be relayed to the appropriate staff. The associate director must be able to manage own learning and identify trainings and seminars that would be beneficial to self and other staff.
Initiative and enterprise	Must be able to strengthen existing relationships and create new ones within the community.

4. OCCUPATIONAL HEALTH AND SAFETY

All Employees are responsible and accountable for:

- · Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- · Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

5. GENERAL RESPONSIBILITIES

Responsibilities:

FINANCIAL MANAGEMENT:

- Oversee the implementation, management, and tracking of the R&P Program operational budget
- · Provide oversight of the monthly expenditures
- · Develop and monitor yearly R&P operating budget

PROGRAM MANAGEMENT:

- Ensure compliance with contract and funder requirements under multiple sources, including the U.S. Department of State, Department of Health and Human Services, VA Office of Newcomer Services, and other funded programs
- · Ensure effective and successful implementation and oversight of R&P program within the office
- Implement policies and procedures and coordinate with community in both the public and private sectors
- Serve as the onsite liaison with the State Refugee Coordinator and other contractors
- · Oversee timely submission of accurate program reports

FUNDRAISING MANAGEMENT

- Produce yearly resource development plan in conjunction with the office's annual action plan
- · Liaise with existing donors and develop new funding sources
- · Develop proposals for grants and contracts
- · Develop strategies for funding diversification and private resources

PUBLIC RELATIONS:

- · Engage in local advocacy on behalf refugee community
- Represent community to stakeholders in forums such as State Councils, media events, funder meetings, or related proceedings

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title

Fredericksburg Program Manager

Functional Area

Refugee Resettlement and Employment

Reports to

Director

Salary

Confidential

Employment Status

Full-Time

2. POSITION OBJECTIVE

The Fredericksburg Manager is responsible for the coordination of refugee arrivals, delivery of core services employment services, and staff supervision. The goal of the position is to increase efficiency, contribute towards the refinement and development of best practices and MRS policies in the area of resettlement services including Match Grant. The Manager will assist in creating a plan to increase refugee resettlement capacity and ensure that clients in the Fredericksburg areas are receiving quality services.

3. COMPETENCIES REQUIRED		
Communication	Must be able to communicate effectively in writing and verbally both internally, and to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community.	
Team work	Must be a proactive team player and create a team atmosphere among his/her subordinates. The Fredericksburg Manager must also reflect good team leadership and promote inter and intra agency collaboration in all areas of resettlement.	
Problem solving	The Fredericksburg Manager must be able to solve difficult problems under pressure. These problems could be budgetary, direct service related, or staff related.	
Self Management	Must be able to reflect the mission and the goals of the agency with minimal day-to-day supervision. Must be able to work independently when needed but may also seek guidance from the associate director and director.	
Planning and organizing	Must plan regular supervision of staff, case consultations, and crisis mitigation strategies. The Fredericksburg Manager must be prepared to assist with annual projections and reports.	
Technology	The Fredericksburg Manager must have a range of IT skills	

Learning	Must be able to Manage own learning and identify trainings and seminars that would be beneficial to self and staff.
Initiative and enterprise	Must be able to strengthen existing relationships and create new ones within the community.

4. OCCUPATIONAL HEALTH AND SAFETY

All Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

5. GENERAL RESPONSIBILITIES

Administrative Responsibilities

- Assist with the design and implementation of resettlement policies and procedures (financial transactions, travel loan documentation, reporting procedures etc...)
- Conduct training on Resettlement Services for staff and external agencies
- Monitoring outcome goals
- Assist with the coordination of pre-arrival services and sponsorship verifications
- Supervision of Resettlement Staff in all sites
- Lead role in Church sponsorships
- Providing timely and accurate periodic reports for Match Grant and Reception and Placement Programs
- Assist with the selection of new staff, interns and volunteers
- Identify and recommend external resources to enhance services to clients
- **Assigning Cases**

Supervisory Responsibilities

- Periodic Supervisory Meetings with Staff to ensure excellent service delivery
- Report inappropriate behavior by staff or clients
- Participation in Monthly Program Staff Meetings
- Financial Advisor to Satellite Offices
- Track and Monitor program expenses
- Determine the recipients of car donations
- Collect Documentation for Matching funds/services
- Assist with Monitoring Case File Documentation
- Attend Sanctioning Meetings, assess sanction recommendations and assist with final decision
- Recommend internal transfers between case managers
- Closely monitor all CLASS A Health Condition cases

Other Duties as Assigned

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title

Employment Services Coordinator

Functional Area

BTB

Reports to

Associate Director

Salary

Confidential

Employment Status

Full-Time

2. POSITION OBJECTIVE

The State Programs Manager oversees the employment services at MRS including complete oversight of the Breaking the Barriers (BTB) Program and directly and the employment portion of the Match Grant (MG) program. The position supervises the work of all employment specialists and coordinates closely with the resettlement coordinator. Ensures program compliance and that all contractual obligations of the employment programs are met.

3. COMPETENCIES REQUIRED		
Communication	Must be able to communicate effectively in writing and verbally to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community.	
Team work	Must be a proactive team player and create a team atmosphere. Must demonstrate solid leadership abilities and contribute to a positive workplace environment.	
Problem solving	Must be able to mitigate service delivery issues, and provide support to employment specialists. Must be able to provide statistical data and analysis to the management team. Must be able to implement decisions of the director effectively.	
Self Management	Must be able to reflect the mission and the goals of the agency with minimal day-to-day supervision. Should be able to work independently when needed but may also seek guidance from the associate director and director.	
Planning and organizing	Must plan regular supervision of staff, case consultations, and crisis mitigation strategies. Must be prepared to assist with and prepare annual projections and reports.	
Technology	The resettlement coordinator must have a range of IT skills	
Learning	Must be able to Manage own learning and identify trainings and seminars that would be beneficial to self and staff.	
Initiative	Must be able to strengthen existing relationships and create new ones within the community.	
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4. OCCUPATIONAL HEALTH AND SAFETY

All Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the
- Correct utilization of appropriate personal protective equipment

5. GENERAL RESPONSIBILITIES

Outreach/Development

- Devise an outreach strategy to recruit employers as well as potential clients.
- Develop outreach materials such brochures and flyers for dissemination.
- Maintain positive relationships with employers, schools, and develop a database for the purpose of consistent contact.
- Advocate for client employment and education needs in workforce and academic development forums.
- Facilitate interaction between the program and counterpart service providers as well as interaction with local departments of social services and school districts.
- Educate the general public about the refugee issues.
- Educate refugees about the available network of resources available within the communities they live in.

Supervision

- Supervise and oversee Breaking the Barrier (BTB) and employment staff.
- Provide program orientation to new staff members.
- Conduct annual performance evaluation of the employment specialists.
- Identify staff training needs and provide appropriate resources for staff.

Reporting

- Report to the associate director for supervision and submission of statistics and required data
- Prepare quarterly program reports for submission to Office of Newcomer Services in timely manner
- Prepare quarterly reports for Catholic Charities.
- Prepare program Status Report for the Director.
- Ensure accurate and up-to-date VNIS reporting.

Monitoring

- Conduct periodical file reviews for VRSAP Match Grant.
- Conduct regular visits to each of the BTB services hubs: Alexandria (JobLink), Falls Church, and South County (Route 1)

Other Functions

Support all BTB partners (CDA-MRS, and JobLink) and follow all policies and procedures including, but not limited to: discipline policy, operations policy, drug-free workplace policy, personnel policy, policy on AIDS, confidentiality policy. pandemic emergency protocols, difficult case protocols, other policies outlined in the staff handbook.

Other Duties as Assigned

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title

Breaking the Barriers Employment Specialist

Functional Area

Employment

Reports to

BTB Program Coordinator

Salary

Confidential

Employment Status

Full-Time

2. POSITION OBJECTIVE

Assist and prepare both refugees and asylees to become self-sufficient through employment in the shortest time possible. Assist unemployed and under-employed clients to increase their wage-earning potential and to meet financial needs through employment. Provide case management services and supportive services to enhance the clients' ability to adapt to life in America.

d supportive services to enhance the clients ability to adapt to life in America. S. COMPETENCIES REQUIRED	
Communication	Must be able to communicate effectively in writing and verbally, internally and to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community. Provide orientation and career counseling to clients Proficiency in target languages such spoken by the refugee populations served by the agency.
Team work	Must be a proactive team player and create a team atmosphere.
	Must be able to work cohesively with others in various roles.
	The employment specialist must also reflect good team leadership and promote inter and intra agency collaboration
Analytical and Problem Solving	. Assess the employment readiness of the refugees and asylees. Create Individual Employment Plan for each client in the BTB Program.
Self Management	Must be able to accomplish individual and program goals with minimal day-to-day supervision. Should be able to work independently when needed but may also seek guidance from the BTB Coordinator and BTB Program Manager.
Planning and organizing	Be able to set up and accompany refugees/asylees to job fairs, job interviews and filling out applications. Be able to recommend refugees/asylees for English as Second Language (ESL) and other trainings.
Technology	The employment specialist must have a range of IT skills Some knowledge of MS Office. MS Word in particular
Learning	Must be able to keep informed of the social services policies and practices in all counties and localities where the

case manager is active. Ability to manage own learning and identify trainings and seminars that would be beneficial to self and other staff.
Must be able to strengthen existing relationships with landlords, employers, social service offices, and other community partners. Employment specialists must also be able to create new relationships within the community. Develop working relationships with local employers and utilized training programs in the area to prepare refugees/asylees for employment.

4. OCCUPATIONAL HEALTH AND SAFETY

All Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

5. GENERAL RESPONSIBILITIES

- Ensure the contractual obligations for BTB Contract with ONS are met.
- Provide interpretation and translation services to refugee clients, as well as transportation to appointments as necessary for the purpose of early employment/self-sufficiency
- Develop and implements Resettlement and Employment Plans in consultation with clients, based on individual challenges and needs.
- Connect clients to in-house services and makes referrals to external service providers as necessary to assist clients in achieving selfsufficiency.
- Tracks client progress and provides follow-up assistance throughout the initial 90 day retention period of employment.
- Prepare and documents monthly maintenance assistance requests and distributes disbursements
- Perform intake for new clients ensuring proper documentation and case file requirements.
- Enter intake and other relevant data into VNIS database.
- Counsel clients about the world of work, job search, the need for early employment, job retention, and consequences of refusing an appropriate offer of employment.
- Refer clients to Pre-Employment Training.
- Participate in teaching Pre-Employment Training.
- Provide individualized job development and job placement services to program participants. Develop plan of action and counsel clients in . areas such as job interview skills, expected behavior on the job, and proper hygiene.
- Identify job opportunities suitable for clients, assist in filling out applications, set up interviews with potential employers, accompany clients to interviews, and follow up with employers if needed.
- Perform confirmation of employment and 90-day retention information.

- Network with potential employers and serve as primary point of contact with human resources.
- Document all contacts and services in client case files and maintain case note logs. In addition to documenting all services, record clients' employment-related progress in case file, including compliance, job offers, all placements, job retention, public assistance usage, followup on placements, and possibilities of upgrades. Complete all required reports.
- Advocate on behalf of refugees, and refugee-serving voluntary agencies.
- Offer interpretation and translation services to refugee clients, as well as transportation to interviews and appointments as necessary.
 (Compensation is paid for mileage when using personal vehicle.)
- Work with clients to remove barriers to employment and realize the goal of family self-sufficiency. Connect clients to in-house support and make referrals to external service providers. Identify support services that may assist clients in becoming self-sufficient, such as ESL, transportation, immigration services, and child care.
- Foster and develop good communication and relationships between sub-offices, local agencies and the community.
- Attend and participate in staff meetings, training sessions and conferences as requested by supervisor.
- Participate in all team maintenance efforts and activities
- Undertake a career development plan in concert with one's immediate supervisor
- Maintain confidentiality of refugees families and fellow staff members.
- Perform all duties in a culturally and linguistically appropriate manner.
- Undertake other duties as assigned.
- Must have valid driver's license and suitable vehicle for transporting clients.

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title

Manager-Business Liaison

Functional Area

Employment Services

Reports to

Associate Director

Salary

Confidential

Employment Status

Full-Time

2. POSITION OBJECTIVE

The Employer/Customer Services Manager supports the Employment Services Programs by designing, updating delivering and enhancing client training programs for all service locations. Conducts market studies and statistics in order to forecast trends in the job market. Manages employer relations and liaises with the Chamber of Commerce to ensure open access to the managers and the director. The position oversees the job club and works closely with the employment services program coordinator and individual employment specialists to ensure that all trainings are provided to clients in an understandable, beneficial and organized way to that the maximum benefit to the client can be achieved by monitoring outcomes and modifying activities to enhance clients self-skills and hard skills. Employer/Customer Services Manager works directly with the associate director to approach and gain cooperation from strategically targeted community partners, businesses, and organizations towards the enhancement of all aspects of service delivery for the agency's employment services.

3. COMPETENCIES REQUIRED	
Communication	Must be able to communicate effectively in writing and verbally to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community.
Team work	Must be a proactive team player and enhance a team atmosphere.
Problem solving	Must be able to problem solve effectively.
Self Management	Must be able to reflect the mission and the goals of the agency with minimal day-to-day supervision. Should be able to work independently when needed but may also seek guidance from the associate director and director.
Planning and organizing	Must plan outreach strategies, training development goals, enhance service delivery and meet regularly with key staff. Must be prepared to assist with and prepare annual projections and reports.
Technology	Must have a range of IT skills including the ability to make presentations on PowerPoint and utilize technology effectively towards the accomplishment of the position's goals and objectives.

Learning	Must be able to Manage own learning and identify trainings and seminars that would be beneficial to self and staff.
Initiative and enterprise	Must be able to strengthen existing relationships and create new ones within the community.

4. OCCUPATIONAL HEALTH AND SAFETY

All Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- · Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

5. GENERAL RESPONSIBILITIES

Outreach/Development

- Devise an outreach strategy to recruit employers as well as potential clients.
- Conducts market studies and statistics in order to forecast trends in the job market
- Develop outreach materials such brochures and flyers for dissemination.
- Maintain and constantly enhance training curriculum, programs, and materials
- Advocate for client employment and education needs in workforce and academic development forums.
- Facilitate interaction between the program and counterpart service providers as well as interaction with local departments of social services and school districts.
- Educate refugees about the available network of resources available within the communities they live in.
- Manages employer relations and liaises with the Chamber of Commerce to ensure open access to the managers and the
 director.
- Conduct Pre-employment Training and scheduling of additional trainings
- Oversees Job Club

Reporting

- Prepare quarterly program reports for submission to Office of Newcomer Services in timely manner.
- Prepare program Status Report for the Associate Director, Director, and President and CEO of Catholic Charities as needed.

Other Functions

 Support all BTB partners (CDA-MRS, and JobLink) and follow all policies and procedures including, but not limited to: discipline policy, operations policy, drug-free workplace policy, personnel policy, policy on AIDS, confidentiality policy, pandemic emergency protocols, difficult case protocols, other policies outlined in the staff handbook.

Other Duties as Assigned

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title

Manager-ELT Coordinator

Functional Area

Education

Reports to

Associate director

Salary

Confidential

Employment Status

Full-Time

2. POSITION OBJECTIVE

Teach survival English classes to adult immigrants so they can become self-sufficient and better participate in American society.

3. COMPETENCIES REQUIRED	
Communication	Ability to speak, write and read English with native speaker proficiency Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community.
Team work	Must be a proactive team player and enhance a team atmosphere.
Problem solving	Must be able to problem solve effectively.
Self Management	Must be able to reflect the mission and the goals of the agency with minimal day-to-day supervision. Should be able to work independently when needed but may also seek guidance from supervisor.
Planning and organizing	Must plan ESL teaching strategies, goals, and enhance service delivery and meet regularly with key staff. Must be prepared to assist with and prepare annual projections and reports. Ability to observe and enforce Hogar policies and procedures (e.g. no children in the classroom)
Technology	Must have a range of IT skills sufficient to enable the incumbent to perform his/her duties.
Learning	Must be able to Manage own learning and identify trainings and seminars that would be beneficial to self and staff.
Initiative and enterprise	Must be able to strengthen existing relationships and create new ones within the ESL community. A desire to help and serve others as a consistent, dependable teacher

4. OCCUPATIONAL HEALTH AND SAFETY

All Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

5. GENERAL RESPONSIBILITIES

Position Functions

- Give advance notice of absence(s) to your coordinator. Secure a substitute, if possible.
- Participate in registration (optional but very helpful to Hogar staff?).
- Follow the supplied curriculum.
- Prepare a lesson for class.
- Keep attendance records.
- Ensure classrooms are left clean and in the condition they were in at the beginning of the class.
- Be punctual and professional in class.

Reporting

- One school year commitment (usually two semesters)
- Attend a minimum of 10 hours of training provided by Hogar Immigrant Services (including one session prior to teaching. ESOL Boot Camp) within the first year of service
- Attend a minimum of 4 hours of training each subsequent year of teaching
- Two hours a week teaching and one hour a week developing a lesson plan
- Attend scheduled teacher meetings as necessary

Other Functions

Support all BTB partners (CDA-MRS, and JobLink) and follow all policies and procedures including, but not limited to: discipline policy, operations policy, drug-free workplace policy, personnel policy, policy on AIDS, confidentiality policy, pandemic emergency protocols, difficult case protocols, other policies outlined in the staff handbook.

Other Duties as Assigned

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title

Volunteer and Resource Specialist

Functional Area

Refugee Resettlement

Reports to

Resettlement Coordinator

Salary

Confidential

Employment Status

Full-Time

2. POSITION OBJECTIVE

The Resource Coordinator is responsible for the coordination of supplies and donations for new refugee arrivals and match grant clients. At times the Resource Coordinator may be assigned individual R&P cases. In that case, the resettlement coordinator is responsible for the delivery of core services. The goal of the resource coordinator is to increase donations and enhance service delivery by making resources available to staff and to clients. The resource coordinator should contribute towards the refinement and development of best practices and MRS policies in the area of collecting donations, securing housing, and coordination with all programs when needed. Ultimately, the agency's goal is to increase resettlement capacity. The resource coordinator will assist in creating a plan to achieve this goal.

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	Must be able to communicate effectively in writing and verbally both internally, and to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community. Communication with parishes, church leaders, volunteers and donors is also required.
Team work	Must be a proactive team player and create a team atmosphere among his/her colleagues. The resource coordinator must also reflect good team leadership and promote inter and intra agency collaboration in all areas of resettlement.
Problem solving	The resettlement coordinator must be able to solve difficult problems under pressure. These problems could be budgetary, direct service related, or time/cost effectiveness issues.
Self Management	Must be able to coordinate the procurement and delivery of donations with minimal day-to-day supervision. Should be able to work independently when needed but may also seek guidance from the resettlement coordinator or associate director.

Planning and organizing	Must attend regular supervision of staff, case consultations, and crisis mitigation strategies. Also, the resource coordinator must be prepared to provide resettlement staff with continuous status updates concerning the availability of resources as well as assist management with periodic projections and reports.
Technology	The resource coordinator must have a range of IT skills
Learning	Must be able to Manage own learning and identify trainings and seminars that would be beneficial to self.
Initiative and enterprise	Must be able to strengthen existing relationships and create new ones within the community. Must master the communication style and hierarchical structures used by members of Catholic Organizations. Must be able to successfully market refugees to the public.

4. OCCUPATIONAL HEALTH AND SAFETY

All Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

5. GENERAL RESPONSIBILITIES

The Resource Coordinator is responsible for:

- Identify current and future material needs for newly arrived families, coordinating with case managers and anchors to meet or exceed State Department guidelines.
- Coordinate and monitor donations and the storage of items.
- Research donation management software such as Donor Perfect and submit a proposal to the Diocese.
- Recruit student volunteers from area colleges, targeting specific student organizations.
- Coordinate and supervise volunteers and interns.
- Coordinate resettlement logistics and activities.
- Regularly update the MRS website: donations needed, volunteer opportunities, date of our next Volunteer Orientation.
- Update the MRS website design to reflect our current affiliation with Catholic Charities.
- Secure housing for arriving clients by identifying affordable options, negotiating with landlords and making final arrangements.
- Establish and strengthen relations with donors and landlords.
- Establish annual/monthly donations from local businesses (beds, bedding, toiletries, etc.).
- Place volunteers (for R&P/MG and BTB) for activities including tutoring, resettlement assistance, and employment-related assistance

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title

MRS Program Assistant

Functional Area

All MRS Programs

Reports to

Director

Salary

Confidential

Employment Status

Full-Time

2. POSITION OBJECTIVE

The Catholic Charities MRS Program Assistant's primary objectives are to communicate information on behalf of and act as a liaison for MRS to the Catholic Charities and Arlington Diocese, provide effective and confidential administrative support to the Director, Managers, and program staff at all levels, and to streamline the creation and correction of vouchers and handle the payment of all program administrative expenses.

3. COMPETENCIES REQUIRED

Communication	Must be able to communicate effectively in writing and verbally both internally, and to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community. Communication with parishes, church leaders, volunteers and donors is also required.
Team work	Must be a proactive team player and create a team atmosphere among his/her colleagues. The program assistant must also reflect good team leadership and promote inter and intra agency collaboration in all areas of resettlement.
Problem solving	Must be able to solve difficult problems under pressure. These problems could be budgetary. direct service related, or time/cost effectiveness issues.
Self Management	Must be able to coordinate the procurement and delivery of donations with minimal day-to-day supervision. Should be able to work independently when needed but may also seek guidance from the director and other staff members.

Technology	The Program Assistant must have a range of IT skills and be extremely comfortable using technology as a form of communication.
Learning	Must be able to Manage own learning and identify trainings and seminars that would be beneficial to self and staff.
Initiative and enterprise	Must be able to strengthen existing relationships and create new ones within the community. Must master the communication style and hierarchical structures used by members of Catholic Organizations. Must be able to successfully market refugees to the public.

4. OCCUPATIONAL HEALTH AND SAFETY

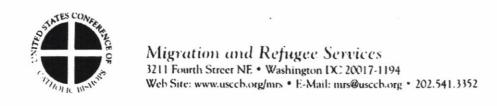
All Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

5. GENERAL RESPONSIBILITIES

The Program Assistant is responsible for:

- Serving as a liaison between MRS and Catholic Charities shared services including but not limited to: Accounting, Information Services, Risk Management, HR, and Payroll
- Preparing vouchers for all administrative expenses
- Reviews and corrects program vouchers according to program guidelines
- Obtains and processes invoices from contractors
- Responsible for consolidation of credit card
- Makes room reservations for meetings and events
- Assists in even planning and coordination
- Prepares materials and sets up for BTB Pre Employment Training bimonthly
- Submits USCCB AOR forms electronically
- Responsible for maintenance, inspections, and registrations of office vehicles and car donations
- Other general administrative duties as assigned



June 15, 2012

Ms. Kathy A. Cooper, Director, Office of Newcomer Services Commonwealth of Virginia, Department of Social Services 801 East Main Street Richmond, VA 23219-2901

Dear Ms. Cooper:

I write to express the support of the United States Conference of Catholic Bishops, Office of Migration and Refugee Services (USCCB/MRS) for the proposal being presented by Catholic Charities of the Diocese of Arlington, Migation and Refugee Services (MRS) in collaboration with Alexandria City JobLink.

As you may know, USCCB/MRS and our national network of over one-hundred local diocesan resettlement offices work together to provide quality services to the refugees that we jointly resettle as a means of ensuring successful transition to life in the United States. In this regard, I am aware that the Arlington office (MRS), has established a strong track record of excellence in service provision to refugees.

MRS has experienced tremendous growth in the past twelve years under the able leadership of director Seyoum Berhe. Having expanded from a staff of two to twenty-four, MRS services are now provided to over 1,500 individuals annually. In the process of growth, MRS management has always ensured that they have personnel on-staff who are culturally and linguistically competent to provide the services that each client needs in a culturally sensitive manner and in a language that each client understands. This office has further strengthened its capacity to serve refugees over the past twelve years by developing a network of service hubs throughout Northern Virginia including: Arlington, Alexandria, Falls Church, and Fredericksburg. Additionally, the Fredericksburg office has an employment component which has enabled this office to receive free cases in that area.

Further strengthening MRS' ability to serve clients throughout Northern Virginia and the Fredericksburg area was MRS' strategic organizational move to the umbrella of Diocesan Catholic Charities three years ago. Prior to this, MRS was a "stand-alone" refugee social services provider within the administrative structure of the Diocese of Arlington. Now, as a unit of Catholic Charities, clients of MRS is afforded priority access to all of the social services provided through Catholic Charities including mental health services, ESL Programs, immigration services, and emergency food, clothing, and housing support.

Although MRS has excellent resources as an office and within the Catholic Charities organization, MRS management have always been strong proponents of community

partnerships and collaborative service delivery as they view wholistic service provision as the only way to meet the many and varied needs of MRS' clients. As such, MRS is again partnering with Alexandria City JobLink in the proposed "Breaking the Barriers III" Employment Program. Alexandria City JobLink brings critical employment services to the program in the city of Alexandria.

Additionally, MRS works collaboratively throughout Northern Virginia and the Fredericksburg area with public agencies such as the public schools, health departments, human/social services departments, as well as with diverse faith communities, mutual assistance associations, ELT providers, landlords, employers, training programs, and other non-profit service providers to ensure that all client needs are met. One especially exciting relationship that MRS recently forged with Islamic Relief USA (IRUSA), will ensure that MRS' sizable Muslim client population will have access to culturally and linguistically appropriate financial literacy education, additional job training and vocational skill services, and assistance in attaining affordable housing and developing small businesses. Through IRUSA, matching-dollars will also be made available to newly employed refugees through IDF accounts. Such community collaborations, together with a solid volunteer base, not only ensure that there is no "double dipping" into federal funding dollars, but also stretch these funding dollars – a practice which we believe is good stewardship of federal funds.

As part of our support for this proposal, I am also confirming that USCCB/MRS plans to continue to place refugees within the territory of the Arlington Catholic Diocese in FY 2012-2013. Exact numbers will be known once we have finalized our FY 2013 placement plans with the U.S. Department of State and consultation with the Virginia State Coordinator.

I endorse, without reservation, Catholic Charities of the Diocese of Arlington, Migration and Refugee Services as an organization that is doing outstanding work with refugee and asylee clients in the Northern Virginia and Frederisckburg areas and respectfully ask that you consider their request for funding for this most critical program. I thank you and all within VA ONS for the excellent work that you do and for your continued commitment to quality service provision to refugees in the Commonwealth of Virginia. Funding the "Breaking the Barriers" Proposal will ensure continued quality service provision to refugees in Northern Virginia and Fredericksburg.

Sincerely,

Ánastasia K. Brown

Director of Resettlement Services Migration and Refugee Services U.S. Conference of Catholic Bishops







1900 N. Beauregard St. #300 Alexandria, VA 22311 703-746-5990 alexandriava.gov/joblink joblink@alexandriava.gov

JobLink is operated by The City of Alexandria Department of Community and Human Services with:

The Alexandria Chamber of Commerce

Alexandria Works! Coalition

Alexandria Commission on Employment

Alexandria/Arlington Workforce Investment ard

alexandria Economic Development Partnership

Northern Virginia Community College June 21, 2012

Seyoum Berhe, Director Migration and Refugee Services Catholic Charities of the Arlington Diocese of Arlington 80 North Glebe Road Arlington, Virginia 22203

Dear Mr. Berhe:

I am pleased to present this letter introducing the City of Alexandria, Department of Human Services, as a partner in the Breaking the Barriers (BTB) program providing comprehensive resettlement services to refugees and asylees in Northern Virginia. The partnership between Catholic Charities of the Diocese of Arlington, Migration and Refugee Services (CCDA MRS), a strong faith-based agency with long history of community service, and The City of Alexandria, Department of Human Services/

JobLink establishes a true private/public partnership.

The City of Alexandria, under the auspice of JobLink, has been providing refugee social services through the Virginia Refugee Resettlement Program (VRRP) since 1983. In that time we have consistently performed at a level that met or exceeded all programmatic requirements. The BTB program will benefit from JobLink's vast technology resources and its coordinated system of quality seamless service delivery.

In addition, as a Certified One-Stop Career Center, *JobLink*'s brings the resources and linkages of the partners mandated by the Workforce Investment Act. These include the Community College, Public Schools (Adult Education), Department of Social Services (VIEW), Virginia Department of Rehabilitative Services, Community Action Agency, Job Corps and the Virginia Employment Commission.

As a partner in the BTB, JobLink will:

- Offer the full complement of refugee services at its current location to all BTB clients
- · Participate in all required staff training
- Attend and host quarterly staff training sessions
- Make current employment services resources available to BTB clients (including, English Language Training, skills training, and Community Digital Divide Initiative)

- Present staff technical assistance training for BTB partner staff where needed and appropriate
- Provide client reporting information in a timely manner
- Continue to comply with Virginia Refugee Resettlement Program (VRRP) guidelines as required by the Office of Newcomer Services

Migration Refugee Services (CCDA MRS) will:

- Provide the resources needed to continue the delivery of refugee services at *JobLink* in a manner consistent with current services
- · Provide case file monitoring and quality assurance
- Serve as JobLink's administrative link and voice to the Virginia Office of Newcomer Services and act on its behalf and in its best interest.

Through our combined efforts, BTB will continue Alexandria's more than 40 years of services to the refugee community. Engaging each client in the dynamic outcome focus of the Comprehensive Resettlement Plan (CRP) will insure that they are aware of the progress they are achieving as they move towards their goal of successful assimilation into their new culture. The CRP, a living breathing guide for resettlement services, combined with BTB's expanded Pre-Employment Training program will give all of our clients the soft skills and knowledge employers have requested and the clients need for their successful transition.

I look forward to this partnership as a means of continuing the delivery of excellent services to Alexandria's refugee community and other refugees in Northern Virginia.

Sincerely,

Debra Collins

Assistant City Manager



June 15, 2012

ADOPTION & PREGNANCY SERVICES

Seyoum Berhe, Director Migration and Refugee Services Catholic Charities of the Diocese of Arlington 80 North Glebe Rd. Arlington, VA 22203

CHRIST HOUSE SHELTER SOUP KITCHEN Dear Seyoum:

ST. MARGARET'S TRANSITIONAL RESIDENCES I am pleased to write this letter in support of your proposal to the Virginia Office of Newcomer Services for the "Breaking the Barriers to Employment" Program.

EMERGENCY ASSISTANCE The "Breaking the Barriers" Program plays a vital role in assisting refugees and asylees in the Northern Virginia area by providing a comprehensive range of employment services including pre-employment training, job development, job placement, vocational training referrals, and referrals to English as a Second Language programs.

FAMILY • INDIVIDUAL MARITAL COUNSELING

ST. MARTIN DE PORRES SERVICES TO THE ELDERLY

HOGAR IMMIGRANT SERVICES

PARISH OUTREACH

SERVICES TO PERSONS WITH DISABILITIES

PRISON MINISTRY .

MIGRATION AND REFUGEE SERVICES

www.ccda.net

As a sister unit of MRS under the umbrella of Catholic Charities of the Diocese of Arlington, *Hogar Immigrant Services* serves to welcome newcomers from all countries through English Language Training. We have a long-standing and excellent working relationship with Migration and Refugee Services and now, as a sister unit within Catholic Charities, clients of MRS are afforded priority access to all of our English Language classes throughout the diocese. *Hogar Immigrant Services* offers English Language Training and instruction at nine different sites throughout the Arlington Diocese (in Fairfax County, Alexandria City, Prince William County, and Loudoun County).

Hogar Immigrant Services assesses oral and written languages skills of our students using CASAS standardized assessment tests identified by the Virginia Department of Education's Office of Adult Education and Literacy. We also utilize the National Reporting System (NRS) scoring scale to describe and measure the ESL educational functioning levels of our students. We utilize Oxford University Press' Step Forward: Language for Everyday Life series, which is aligned with state ESOL content standards and is a state-recognized curriculum. Our ESL instructors all receive intensive training in ESL instruction by Hogar Immigrant Services staff. Hogar Immigrant Services is a program of Catholic Charities of the Diocese of Arlington, which is an accredited organization. Hogar Immigrant Services' ELT Program has also been the recipient of multiple Virginia Department of Education state grants.

It has been a pleasure working with MRS staff because they are always highly responsive to the needs of clients as they arise and when they come to the attention of Hogar Immigrant Services' teachers. As the director of the ELT Program, I have been most favorably impressed by the MRS staff and their obvious commitment to bettering



the lives of the individuals they serve through education and employment.

I fully support continued funding for the very necessary and valuable "Breaking the Barriers" Employment Program and hope that the Virginia Office of Newcomer Services will too.

Sincerely,

Brooke Hammond Pérez, Director

Hogar Immigrant Services ELT Program



June 27, 2012

ADOPTION &
PREGNANCY SERVICES

Seyoum Berhe Director Migration and Refugee Services Catholic Charities of the Diocese of Arlington

CHRIST HOUSE SHELTER SOUP KITCHEN 80 North Glebe Road Arlington, VA 22203

Dear Seyoum:

ST MARGARET S TRANSITIONAL RESIDENCES

EMERGENCY

ASSISTANCE

I am pleased to write this letter in support of your proposal to the Virginia Office of Newcomer Services for the "Breaking the Barriers to Employment" Program.

FAMILY • INDIVICUAL MARITAL COUNSELING

The "Breaking the Barriers" Program plays a vital role in assisting refugees and asylees in Northern Virginia by providing a comprehensive range of employment services including pre-employment training, job development, job placement, vocational and English Language Training referrals, and health and mental health services.

ST. MARTIN DE PORRES SENVICES !O THE ELDERLY

HOGAR IMMIGRANT SERVICES

PARISH OUTREACH

SERVICES TO PERSONS WITH DISABILITIES

PRISON MINISTRY

MIGRATION AND REFUGEE SERVICES

CHRISTIANS ARE NETWORKING JOBS MINISTRY

www.ccda.net

As a sister unit of the Migration and Refugee Services, under the umbrella of Catholic Charities of the Diocese of Arlington, Family Services is available to address the mental health needs of MRS' clients. We have a long-standing and excellent working relationship with MRS and their clients are afforded priority access to mental health services in our offices throughout the diocese.

At Catholic Charities' Family Services, we provide counseling services to individuals, couples, and families of all faiths and backgrounds. We are committed to empowering clients to overcome emotional and/or behavioral obstacles that prevent them from realizing their full potential. Our multilingual and culturally diverse staff is composed of clinicians who serve with compassion and bring the asset of numerous clinical experiences to their current positions.

As director of the Family Services Program, I have been impressed by MRS staff and their obvious commitment to bettering the lives of the



Catholic Charities of the Diocese of Arlington, Inc.

individuals they serve. It has been a pleasure working with MRS staff because they are always highly responsive to the needs of their clients. As such, we fully support you in your proposal for funding for the "Breaking the Barriers" Employment Program and we hope that the Commonwealth of Virginia Office of Newcomer Services will recognize the merits of your program and fund your request.

Sincerely,

Wess, Jananara Ciral

David Cavanaugh, LCSW Program Director Family Services



Northern Virginia Family Service

June 22, 2012

www.nvfs.org

Mary B. Agee President & CBO Mr. Seyoum Berhe, Director Catholic Charities Migration and Refugee Services 80 North Glebe Rd Arlington, VA 22203

Administrative Offices 10455 White Granite Drive Suite 100 Oakton, VA 22124 571.748.2500

Dear Seyoum:

On behalf of Northern Virginia Family Service, I am pleased to write this letter in support of the proposal by Catholic Charities Migration and Refugee Services and Alexandria Jobl.ink for funding from the Virginia Office of Newcomer Services for the "Breaking the Barriers" Employment Program.

PROGRAM CENTERS

Arlington Child Development Center 1801 N. George Mason Dr. Arlington, VA 22207 571.748.2700

Multicultural Human Services 6400 Arlington Blvd. Palls Church, VA 22042 571.748,2800

> SERVE 10056 Dean Drive Manassas, VA 20110 571,748,2600

"Breaking the Barriers" has been a vital resource for both refugees and asylees as it helps such individuals to continue to establish their new lives in America through education leading to employment. This empowers these individuals to become fully integrated and contributing members of the community.

The NVFS Multicultural Human Service Programs have worked collaboratively for many years with the Migration and Refugee Services. Together, we work to serve our community's refugee and asylee populations so that they might realize economic self-sufficiency and social self-reliance as soon as possible. NVFS-MHS will continue to make our services available to those individuals who have difficulty achieving self-sufficiency due to mental health issues.

We enthusiastically endorse the efforts of Catholic Charities Migration and Refugee Services and Alexandria JobLink to secure support for the "Breaking the Barriers" Employment Program - a program which will make critical services available to refugees and asylees in Northern Virginia and the Fredericksburg area.

Villa, coo for

OTHER LOCATIONS

Alexandria Arlington Sterling Tysons Corner Woodbridge Sincerely,

Mary Agee

President & CEO

Clock Tower Thrift Shops Centreville Falls Church







Abed Ayoub (703)236.2880 aayoub@irusa.org

June 25, 2012
Mr. Seyoum Berhe, Director
Migration and Refugee Services
Catholic Charities of the Diocese of Arlington
80 N. Glebe Rd
Arlington, VA 22203

Dear Mr. Berhe,

We are pleased to write this letter in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City JobLink for funding for the "Breaking the Barriers" Employment Program from the Virginia Office of Newcomer Services.

The "Breaking the Barriers" Program plays a vital role in assisting refugees and asylees in the Northern Virginia and Fredericksburg areas by providing a comprehensive range of employment services including pre-employment training, job development, job placement, ESL and vocational training referrals, as well as additional support services and referrals.

Our agency, Islamic Relief USA, is currently working with Migration and Refugee Services to ensure that MRS' sizable Muslim client population has access to culturally and linguistically appropriate financial literacy education, additional job training and vocational skill services which nicely supplement the BTB Program offerings, and assistance in attaining affordable housing and developing small businesses. Through IRUSA, matching-dollars may also be made available to newly employed refugees through our IDA program called "Pathways to Success". We are pleased to work with other community service groups to serve our community's refugee and asylee populations so that they might realize economic self-sufficiency and integration into their new communities as soon as possible after arrival in the U.S.

We, therefore, enthusiastically support the efforts of Catholic Charities Migration and Refugee Services and the current "Breaking the Barriers" proposal for funding and hope that we will be able to work together with Migration and Refugee Services as we serve refugees and asylees in our community together for many years to come.

Sincerely,

Abed Ayoub

Chief Executive Officer



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

June 22, 2012

Mr. Seyoum Berhe, Director Migration and Refugee Services Catholic Charities of the Diocese of Arlington 80 North Glebe Road Arlington, VA 22203

Dear Mr. Berhe:

I am pleased to write this letter on behalf of the Fairfax County Department of Family Services and the Northern Virginia SkillSource Centers, in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City JobLink for funding for the "Breaking the Barriers" Employment Program through the Virginia Office of Newcomer Services

For over a decade, "Breaking the Barriers" has played a vital role in assisting refugees and asylees in Northern Virginia and Fredericksburg by providing a comprehensive range of employment services, including preemployment training, job development, job placement, English as a Second Language and vocational training referrals, as well as additional support services.

The Department of Family Services and the Falls Church SkillSource Center have an excellent working relationship with Catholic Charities Migration and Refugee Services through our full-time onsite partner representative, who adds a significant value to our center through her outreach activities to underserved populations and high level of service to our extensive refugee community. We routinely refer clients to each other which ensures not only that client needs are met, but also that there is no "double dipping" into federal monies. We look forward to our continued relationship together as we work to enable our community's refugee and asylee populations to achieve economic self-sufficiency and integration into the community as soon as possible after arrival.

We enthusiastically support the "Breaking the Barriers" proposal for funding from the Virginia Office of Newcomer Services and hope that we look forward to continuing our successful and effective collaboration in service to refugees and asylees in Northern Virginia.

Sincerely,

Dai Q. Nguyen

Program Manager, Employment and Training

Fairfax County Department of Family Services

Department of Family Services 6245 Leesburg Pike, Suite 315 Falls Church, VA 22044 • Phone 703-533-5400, TTY 771, Fax 703-237-3476 www.fairfaxcounty.gov



Christen Gallik
Director of Social Services



City of Fredericksburg
Department of Social Services
Bass-Ellison Building
608 Jackson Street, Suite 100
Fredericksburg, VA 22401
Office: (540) 372-1032

Fax: (540) 372-1157

June 22, 2012

Mr. Seyoum Berhe, Director Migration and Refugee Services Catholic Charities of the Diocese of Arlington 80 North Glebe Rd Arlington, VA 22203-3704

Dear Mr. Berhe:

I write in support of Catholic Charities Migration and Refugee Services and their "Breaking the Barriers to Employment" proposal to the Virginia Office of Newcomer Services. We have worked together for over five years as partners to assist refugees in our community who are in need of support during and beyond their initial resettlement period.

Catholic Charities Migration and Refugee Services has been helpful to our agency because they reduce demands on our staff time by accompanying their clients to appointments and providing language translation when needed. They also follow-up to ensure that their clients are informed and responsible which helps us to serve them better. Through this program, we work as partners to provide a supportive environment where each refugee can work towards their goal of self-sufficiency and integration into the local Fredericksburg community.

We appreciate the support that the "Breaking the Barriers" program has provided to our refugee clients and to our office in assisting us with interviewing and obtaining the information we need to process their cases. We hope to continue this effective working relationship for many years.

As such, we enthusiastically support the "Breaking the Barriers" Program proposal for continued funding.

Sincerely,

Christen Gallik

hroten Halleh

Director

Helping People Triumph over Hardships to Promote Healthier Futures Within Our Community



June 15, 2012

Mr. Seyoum Berhe, Director Catholic Charities Migration and Refugee Services 80 North Glebe Rd Arlington, VA 22203

Dear Mr. Berhe,

I am writing in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City JobLink for their proposal for funding from the Virginia Office of Newcomer Services for the "Breaking the Barriers" Employment program.

I have witnessed the benefits of the "Breaking the Barriers" Program. This program fills a major need in Northern Virginia by providing a comprehensive range of employment services including Pre-Employment training, job development, and job placement, ESL, vocational training referrals, and other support services to refugees and asylees.

Hospitality Staffing Solutions has an excellent working relationship with Catholic Charities Migration and Refugee Services in regards to the selection and recruitment of candidates for employment and we look forward to strengthening our relationship even more in the coming years. We have found job candidates that come through this program to be very well prepared for the world of work. On the rare occasions when issues have arisen with employees hired through this program, the BTB employment specialists have been responsive to our concerns and have spoken with both me and the employee on how job performance could be improved which has allowed us to keep these employees. We have also utilized the services of BTB employment specialists when we had communication gaps with new hires. We appreciate the support of the BTB staff as we work together to help these individuals to become self-sufficient as they build their new lives in America.

As such, I enthusiastically support the "Breaking the Barriers" Employment Program proposal. This program is a vital resource for refugees and employers too!

Sincerely,

Melissa Moore

Melissa Moore HR Manager - Special Projects

MarcParc, Inc 1233 20th St, NW, Suite 104 Washington, DC 20036 202-747-6829

June 15, 2012

Mr. Seyoum Berhe, Director Catholic Charities Migration and Refugee Services 80 North Glebe Rd Arlington, VA 22203

Dear Mr. Berhe,

I am writing in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City JobLink for their proposal for funding from the Virginia Office of Newcomer Services for the "Breaking the Barriers" Employment program.

I have witnessed the benefits of the "Breaking the Barriers" Program. This program fills a major need in Northern Virginia by providing a comprehensive range of employment services including Pre-Employment training, job development, and job placement, ESL, vocational training referrals, and other support services to refugees and asylees.

MarcParc has an excellent working relationship with Catholic Charities Migration and Refugee Services in regards to the selection and recruitment of candidates for employment and we look forward to strengthening our relationship even more in the coming years. We have found job candidates that come through this program to be very well prepared for the world of work. On the rare occasions when issues have arisen with employees hired through this program, the BTB employment specialists have been responsive to our concerns and have spoken with both me and the employee on how job performance could be improved which has allowed us to keep these employees. We have also utilized the services of BTB employment specialists when we had communication gaps with new hires. We appreciate the support of the BTB staff as we work together to help these individuals to become self-sufficient as they build their new lives in America.

As such, I enthusiastically support the "Breaking the Barriers" Employment Program proposal. This program is a vital resource for refugees and employers too!

Sincerely,

Recruiting Manager MarcParcValet, Inc



First in textile services worldwide

June 15, 2012

Seyoum Berhe, Director Migration and Refugee Services Catholic Chraities of the Diocese of Arlington 80 North Glebe Rd Arlington, VA 22203 725 South Pickett Street Alexandria, VA 22304 T 703.751.5785 F 703.370.6957 www.alsco.com

Dear Mr. Berhe,

I am pleased to write this letter in support of the proposal by Catholic Charities Migration and Refugee Services and Alexandria JobLink for funding for the "Breaking the Barriers Employment Program" to the Virginia Office of Newcomer Services.

The "Breaking the Barriers to Employment Program" plays vital role in assisting refugees/asylees in Northern Virginia by providing a comprehensive range of employment services including Pre-Employment training, job development, job placement, English Language Training, and vocational training referrals, as well as additional support services. Volunteers play a vital role in these services, providing one-on-one English tutoring, resume preparation assistance, conversation partners, and youth mentors.

Our agency/business, Alsco, Inc., has a good working relationship with Arlington Diocese Office of Resettlement and we look forward to strengthening our relationship in the coming years. Together, we serve our community's refugee/asylee population so that they might realize economic self-sufficiency and social self-reliance as soon as possible.

We, therefore, are excited to write this letter in support of the "Breaking the Barriers to Employment Program."

Rachel Brown
Office Manager
Alsco, Inc.

Visiting Nurse Solution 4810 Beauregard St, Alexandria, VA 22312 703-642-3737

June 15, 2012

Mr. Seyoum Berhe, Director Catholic Charities Migration and Refugee Services 80 North Glebe Rd Arlington, VA 22203

Dear Mr. Berhe,

I am writing in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City JobLink for their proposal for funding from the Virginia Office of Newcomer Services for the "Breaking the Barriers" Employment program.

The "Breaking the Barriers" Program fills a major need in Northern Virginia area by providing a comprehensive range of employment services including Pre-Employment training, job development, and job placement, ESL, vocational and training referrals, and other support services to refugees and asylees.

Visiting nurses Solution Learning Center has had an excellent working relationship with Catholic Charities Migration and Refugee Services. We assist MRS in preparing the clients that they refer to us for employment by providing training courses: Patient Care Assistance and Nurse Aid Program. We appreciate the support of the BTB staff as we work together to help these individuals to become self-sufficient as they build their new lives in America.

As such, we enthusiastically support the "Breaking the Barriers" Employment Program proposal. This program is a vital resource for newcomers in our community.

Sincerely,

Visiting Nurse Solutions

Administrator

Badria Yonis RN, BSN

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The "Breaking the Barriers" employment Program plays a big role in helping refugees and asyless in meeting their needs in the Northern Virginia area by providing a comprehensive employment services such as Pre-Employment training, job development, job placement, ESL, vocational and training referrals, and other support services among others.

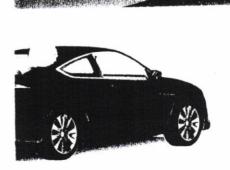
Btel Driving School has an excellent working relationship with Catholic Charities Migration and Refugee Services for more than 4 years. We assist MRS in preparing their clients that are they refer to us for behind the wheels instruction (driving). We appreciate the support of the BTB staff as we work together to help these individuals to become self-sufficient as they build their new lives in America.

As such, we enthusiastically support the "Breaking the Barriers" Employment Program proposal. This program is a vital resource for newcomers in our community.

Singerely,

Fekru Hirpo

Owner and Manager



703 982-2977 www.beteldrivingschool.com

> 901 s.highland street suite 302 arlington,va 22204

NORTHERN VIRGINIA SECURITY ACADEMY

MILLER CONSULTING GROUP, INC.

118B East Broad Street ◆ Falls Church, VA ◆ 22046 Phone: 703.241.4911 ◆ 800.546.4911 Fax: 703.536.2757

www.millerserve.com

info@millerserve.com

DCJS #: 88-1232, 11-2572

June 14, 2012

Mr. Seyoum Berhe, Director Catholic Charities Migration and Refugee Services 80 North Glebe Rd Arlington, VA 22203

Dear Mr. Berhe:

I am writing in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City JobLink for their proposal for funding from the Virginia Office of Newcomer Services for the "Breaking the Barriers" Employment program.

The "Breaking the Barriers" Program fills a major need in the Northern Virginia area by providing a comprehensive range of employment services including Pre-Employment training, job development, and job placement, ESL, vocational and training referrals, and other support services to refugees and asylees.

Miller Consulting Group, Inc., has had an excellent working relationship with Catholic Charities Migration and Refugee Services for nine years. We assist MRS in preparing the clients that they refer to us for employment by providing training required by Virginia for becoming registered security officers in Virginia. We appreciate the support of the BTB staff as we work together to help these individuals to become self-sufficient as they build their new lives in America.

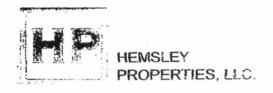
As such, we enthusiastically support the "Breaking the Barriers" Employment Program proposal. This program is a vital resource for newcomers in our community.

Yours very truly,

Howard L. Miller

MILLER CONSULTING GROUP, INC.

President and Training Director



June 15, 2012

Mr. Seyoum Berhe, Director Catholic Charities Migration and Refugee Services 80 North Glebe Rd Arlington, VA 22203

Dear Mr. Berhe,

I am writing in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City Job Link for their proposal for funding from the Virginia Office of Newcomer Services for the "Breaking the Barriers" Employment program.

We have had a good relationship with MRS for seven years providing rental housing for MRS' refugee and asylee clients. We have found that the individuals and families that MRS refers to us for housing are well oriented in regards to modern amenities and American housing responsibilities. On the rare occasions when issues have arisen with tenants referred to us through MRS, MRS staff have been responsive to our concerns and have spoken with both us and the tenants on how to improve the situation. We have also worked with MRS staff when we had communication gaps with tenants. We appreciate the support of the MRS staff as we work together to help these individuals to build their new lives in America.

As such, I enthusiastically support the "Breaking the Barriers" Employment Program proposal. This program is a vital resource for refugees and asylees.

Sincerely



BEZA ETHIOPIAN COMMUNITY SERVICES OF METROPOLITAN DC INC. ቤዛ የኢትዮጲያ ማኅበረሰብ የዲሲና አካባቢው አንልግሎት ድርጅት

June 15, 2012

Mr. Seyoum Berhe, Director Migration and Refugee Services Catholic Charities of the Diocese of Arlington 80 N. Glebe Road Arlington, VA 22203

Dear Mr. Berhe,

We are pleased to write this letter in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City Job Link for the "Breaking the Barriers" Employment Program from the Virginia Office of Newcomer services.

The "Breaking the Barriers" Program plays a vital role in assisting refugees and asylees in the Northern Virginia and Fredericksburg areas by providing a comprehensive range of employment services including pre-employment training, job development, job placement, ESL and vocational training referrals, as well as additional support services and referral.

In February 2, 2011 I approached you about working with your organization to serve the growing Ethiopian population in North Virginia because Catholic charities Migration and Refugee services is known as a leader in providing services to our community and I believe also within asylee and Refugee communities at large. Here at Beza Ethiopian Community Services of Metropolitan DC, Inc. we look forward to strengthening this collaboration in the coming years. It is only natural that we should work together to assist our community's refugee and asylee populations so that they can find employment, learn English, and realize economic self-sufficient as soon as possible after they arrive here in Northern Virginia. It is our intent to continue to refer the Ethiopian individuals and families that we serve to your services. We will assist any referrals that you send to us with information and services that will assist them to become integrated into their new community.

We, therefore, enthusiastically support the efforts of Catholic Charities Migration and Refugee services and "Breaking the Barriers" proposal for funding and hope that we will be able to work together with Migration and Refugee Services as we serve refugees and asylees in our community together for many years to come.

Ristu Lakew

Director





June 15, 2012

Mr. Seyoum Berhe, Director Migration and Refugee Services Catholic Charities of the Diocese of Arlington 80 North Glebe Rd. Arlington, VA 22203

Dear Mr. Berhe:

We are pleased to write this letter in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City JobLink to the Virginia Office of Newcomer Services for funding for the "Breaking the Barriers" Employment Program.

All Dulles Area Muslim Society (ADAMS) serves over 5,000 families and has seven branches in Northern Virginia: Sterling/Herndon, Tysons Corner, Fairfax, Reston, Leesburg, Ashburn, and South Riding.

Adams Center Social Services Department has a good working relationship with the Catholic Charities Migration and Refugee Services and the BTB staff. We have worked cooperatively with BTB staffers on extensive assistance for entire refugee families on many levels including housing, counseling, food, etc. Together, we serve our community's refugee and asylee populations so that they might realize economic self-sufficiency and social self-reliance as soon as possible after arrival in America. We look forward to a continued relationship with this MRS and *emos* networking on many levels in regards to this joint effort.

"Breaking the Barriers" has been a vital resource for both refugees and asylees as it helps such individuals to continue to establish their new lives in America through education and employment which empowers these individuals to become fully integrated and contributing members of the community. As such, we fully support the proposed "Breaking the Barriers" Employment Program and we look forward to working with BTB in the future.

Sincerely,

Mohamed Magid

Executive Director



1500 Massachusetts Avenue # 422 NW, Washington DC 2005

Mr. Seyoum Berhe, Director Migration and Refugee Services Catholic Charities of the Diocese of Arlington 80 N. Glebe Rd Arlington, VA 22203

June 15, 2012

Dear Mr. Berhe.

We are pleased to write this letter in support of the proposal by the Catholic Charities Migration and Refugee Services and Alexandria City JobLink for funding for the "Breaking the Barriers" Employment Program from the Virginia Office of Newcomer Services.

The "Breaking the Barriers" Program plays a vital role in assisting refugees and asylees in the Northern Virginia and Fredericksburg areas by providing a comprehensive range of employment services including pre-employment training, job development, job placement, ESL and vocational training referrals, as well as additional support services and referrals.

The Association of Bhutanese in America (ABA), Inc. has enjoyed collaborating with MRS from the day the first Bhutanese refugee family arrived on August 12, 2008. Ever since MRS, inevitably, become a positive welcoming force in caring and delivering all the necessary resettlement and employment services to the growing numbers of Bhutanese refugees in the Northern Virginia and Frederickshurg areas. The passion and conviction in which MRS served these new families, undoubtedly, helped them overcome the trauma of their past experiences and become fully participating members of society and the economy. Today, they are willing, mobile, able to find employment, learn English, and realize economic self-sufficiency as soon as possible after they arrive here in the Northern Virginia and, most importantly, they all can realistically dream of a better future. We shall, therefore, continue to refer Bhutanese newcomers to your offices and will assist any referrals that you send to us with information and services that will assist them to become integrated into the American mainstream.

We, as such, enthusiastically support the efforts of Catholic Charities Migration and Refugee Services and the "Breaking the Barriers" proposal for funding and hope that we will not only be able to work together with Migration and Refugee Services as we serve refugees and asylees but we firmly believe that together we can touch, transform and rebuild the lives of our growing community now and beyond.

Sincerely

Bishwanath Chhetri

Board of Directors (ABA)

Mailing Address: 6223 Yellowstone Drive, Alexandria, VA 22312

June 22, 2012

Mr. Seyoum Berhe, Director Catholic Charities Migration and Refugee Services 80 North Glebe Rd Arlington, VA 22203

ni Mallus

Dear Mr. Berhe,

I am writing in support of Catholic Charities Migration and Refugee Services and Alexandria City JobLink's proposal for funding from the Virginia Office of Newcomer Services for the Breaking the Barriers (BTB) employment program.

This program fills a major need by providing a comprehensive range of employment services including Pre-Employment training, job development, and job placement, ESL, vocational training referrals, and other support services to refugees and asylees.

Guru Indian Restaurant has a good v/orking relationship with Catholic Charities Migration and Refugee Services with regard to the selection and recruitment of candidates for employment and we look forward to strengthening our partnership. We have also utilized the services of BTB employment specialists when we had communication gaps or issues with training and performance. We appreciate the support of the BTB staff as we work together to help individuals to become self-sufficient as they build their new lives in America.

As such, I enthusiastically support the "Breaking the Barriers" Employment Program proposal. This program is a vital resource for refugees and employers too!

Sincerely,

Roshni Mathur

(Owner/Operator)



June 28, 2012

ADOPTION & PREGNANCY SERVICES

SOUP KITCHEN

CHRIST HOUSE SHELTER Virginia Office of Newcomer Services

Department of Social Services

Commonwealth of Virginia

ST. MARGARET'S

TRANSITIONAL RESIDENCES 801 East Main Street

Richmond, VA 22319

EMERGENCY ASSISTANCE

To Whom It May Concern:

FAMILY . INDIVIDUAL MARITAL COUNSELING

As a Fiscal Manager of the Catholic Charities of the Diocese of

ST. MARTIN DE PORRES SERVICES TO

Arlington, Inc. (CCDA), this is to certify that CCDA has sufficient monies to cover the project expenses on a monthly cost-reimbursable basis.

THE ELDERLY

Sincerely,

HOGAR IMMIGRANT SERVICES

PARISH OUTREACH

Jeffrey Rostand

WITH DISABILITIES

SERVICES TO PERSONS Vice President,

Finance and Administration

PRISON MINISTRY

MIGRATION AND REFLIGEE SERVICES

www.ccda.net



CONFIDENTIAL

CATHOLIC CHARITIES, DIOCESE OF ARLINGTON BOARD OF DIRECTORS

July 1, 2012

CHAIRMAN, Richard T. Kaplar

2790 Melchester Drive Herndon, VA 20171 (Home)

Home: 703/689-4061; Work: 703/243-5700

Work fax: 703/243-8808

Email: kaplar@mediainstitute.org

Board term ends 9/30/14

VICE CHAIRMAN, Brian D. Roberts

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Email: broberts@croixconnect.com

Board term ends 9/30/13

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Fairfax, VA 22033

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Board term ends 9/30/12

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Work email: ejones@udc.edu
Home email: edsjones@verizon.net

Board term ends 9/30/12

EX-OFFICIO, Rev. Mark S. Mealey, OSFS

200 N. Glebe Road, Suite 914

Arlington, VA 22203

703/841-2500; Fax: 703/524-5028

Email: m.mealey@arlingtondiocese.org

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Term ends 9/30/13

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Lake of the Woods: 540/972-1986

Email: alanholmer@vahoo.com

Term ends 9/30/14

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BB&T

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Email: fhoward@BBandT.com

Term ends 9/30/12

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Email: Lisa.jennings@PenFed.org

Term ends 9/30/14

Dr. Linda R. McMahon

6800 Fleetwood Road, Unit 1123

McLean, VA 22101

Work: 703/526-6869

Home fax: 703/356-7761(call first)

Email: linda.mcmahon@marymount.edu

Term ends 9 30/14

Lawrence J. Morris

6817 Bluecurl Circle

Springfield, VA 22152

Work: 202/319-5097

Cell: 202/568-9355

Email: MORRISL@cua.edu (work)

Term ends 9/30/14

CONFIDENTIAL

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Home: 703/368-4723 Email: dickyq1111@aol.com

Term ends 9/30/13

Ronald Riggins 9702 Rambling Ridge Court Fairfax Station, VA 22039

Work: 703/647-6543 Home: 703/569-5470

Email: rriggins@rpfinancial.com Email home: rriggins@cox.net

Term ends 9/30/12

Robert J. Smith, Esq. Morgan, Lewis & Bockius, LLP IIII Pennsylvania Avenue, NW Washington, DC 20004

Work: 202/739-5065; Fax: 202/739-3001

Home: 703/759-4467

Email: rsmith@morganlewis.com

Term ends 9/30/13

Rev. Kevin B. Walsh Saint Anthony of Padua Parish 33305 Glen Carlyn Road Falls Church, VA 22041

Work: 703/820-7111; Fax: 703/379-9195

Email: fr.kevinw@gmail.com

Term ends 9/30/12

PRESIDENT/CEO

Art Bennett 200 North Glebe Road, Suite 506 Arlington, VA 22203 703/841-3895 abennett@ccda.net

Home: 12268 Sherborne Street

Bristow; VA 20136

BISHOP OF ARLINGTON

Most Reverend Paul S. Loverde 200 North Glebe Road, Suite 914 Arlington, VA 22203 703/841-2500

Updated: 6/12/2012

'G CEU AND ORGANIZATIONAL CHART CATHOLIC CHARITIES PRESIDEN

Family Services Fredericksburg Administration VP of Finance Executive Assistant Family Services Sishop Paul S. **Judicial Vicar** 別にい President & Art Bennet Fr. Mealey Adoption **Board Of** Directors Loverde Services G **HR Director** Communicati ő Development Migration and CCHD & CRS Refugee Services VP of **Christ House Christ House** Car Ministry On Wheels Assistance and Thrift Shelter Community Services Transitional Volunteer Immigrant Ministry Services Housing Prison Ministry Services Senior Hogar Family Arlington and oversees all of the agency's clinics and was one of the founders of operations including playing a lead role in v. orkshops internationally since 1987. He 2002. He also managed mental health assistance A't is currently the President and CEO of Catholic Charities of the Diocese of has been providing training and Division Manager from 1987 through employee Catholic CF President worked at SAT international

programs including Migration and

Refugee Services.

the growth and development of all

for milital

Thompson Steven Dilprasad Basnet Resettlement Gar Rosetta Dupree OTTO Employment Connie Ashton Elise Pino Laurel Collins *** Marte T. Ndikumana Peter Keresztes Belayneh Loppisso Shannon Southard Rebecca Ruiz Crystal Adams Ben Malecki A THINE THE STATE OF THE STATE Joe Stevens. Kira Hamrin Employment **Emily Sampson** Alelign Dessie Kidane Lema Rahim Aziz (VY) e Employmenter Employment Specialist Warren Smith 100 model 100 mo Aster Libasu Alfa Diab

Mandatory Pre-Proposal Conference June 13, 2012 Virginia Department of Social Services 801 East Main Street Richmond, VA 23219

A mandatory pre-proposal conference will be held on June 13 from 10:30 AM to 12:30 PM at The Virginia Department of Social Services in Richmond, VA. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all applicants having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will be accepted only from those applicants who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:45.

Please fill in the information below and e-mail it to <u>brent.sutton@dss.virginia.gov</u> by June 6, 2012.

Agency:

Catholic Charities, Migration and Refugee Services

Email:

sberhe@ccda.net

Phone:

703-841-3879

Address:

80 North Glebe Rd. Arlington, VA 22203

List all who will attend:

Name:

Seyoum Berhe

Name:

Joseph Stevens

Name:

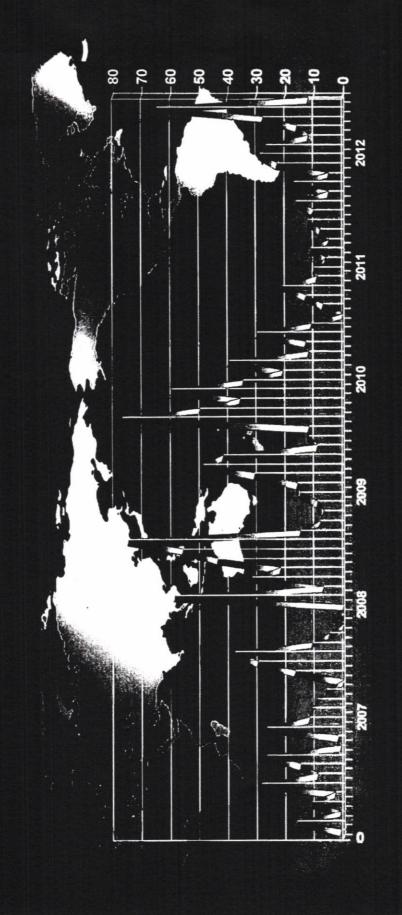
Derek Maxfield

Name:

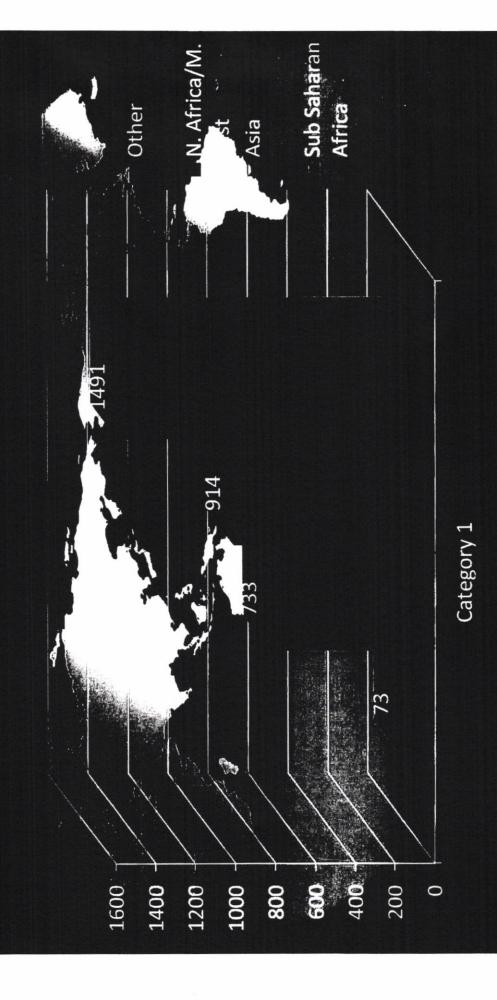
Rebecca Ruiz

Where our clients come from

2006-2012 Arrivals Timeline



CASELOAD BY REGION



ENROLLMENT DIVERSITY STATISTICS FY2008

37 Countries

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a lran	Indonesia	Ghana
- dinea	Ethiopia	Eritrea
- El Salvado	Egypt	DRC
.Cuba	Colombia-	China
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n 🧽 Bhutan	Azerbaijan	Afgharlistan
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Uzbekistan

Turkmenistan

- Rwanda

- Pakistan

- Nigeria

- Sudan

- Somalia

- Sierra Leonne

Zimbabwe

- Yemen

▼ Vientam

▼ Togo

ENROLLMENT DIVERSITY STATISTICS FY2009



ENROLLMENT DIVERSITY STATISTICS FYZOID

41 Countries

Kazakhstan Cameroon Lebanon Morocco Bhutan China DRC Eritrea Iran

Israel Chad **Bang**ladesh Iraq Kenya Madagascar Colombje Egypt Ethiopia Burma CAR

Uganda

Pakistan

Sudan

Yemen

Uzbekistan

Zimbabwe

ENROLLMENT DIVERSITY STATISTICS FY2011

37 Countries

MongoliaRussia	Malaysia Pakistan	Lebanon ·· Nepal
- Kyrgystan	Iraq	ran ran
= athiopia	Eritrea	El Salvador
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Cuba	China	Cameroon
Burundi	Burma	~ Burkina Faso
Bhutan	Bolivia	Afghanistan

- Sierra Leonne

▼ Uzbekistan

- Sudan

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- Rwanda

- Somalia

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- Syria

■ Ukraine

▼ Yemen

Venezuela

Enrollment Diversity Statistics FY 2012

32 Countries

▼ Sudan	- Sri Lanka	Somalia
- Sierra Leon	Serbia	- Rwanda
- Russia	- Pakistan	Nepal
_ Mexico	Lebanon	Kenya
-Kyrgystan	lraq	Iran
- nbia	Ethiopia	Eritrea
- El Salvador	Egypt	Congo
Cuba	China	Burma
Bolivia	Bhutan	Afghanistan

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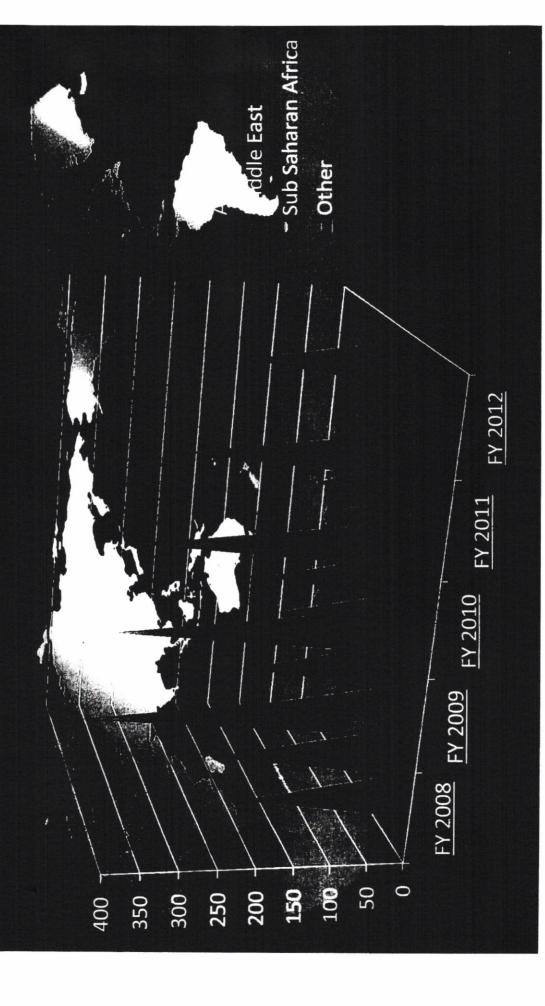
▼ Yemen

- Togo

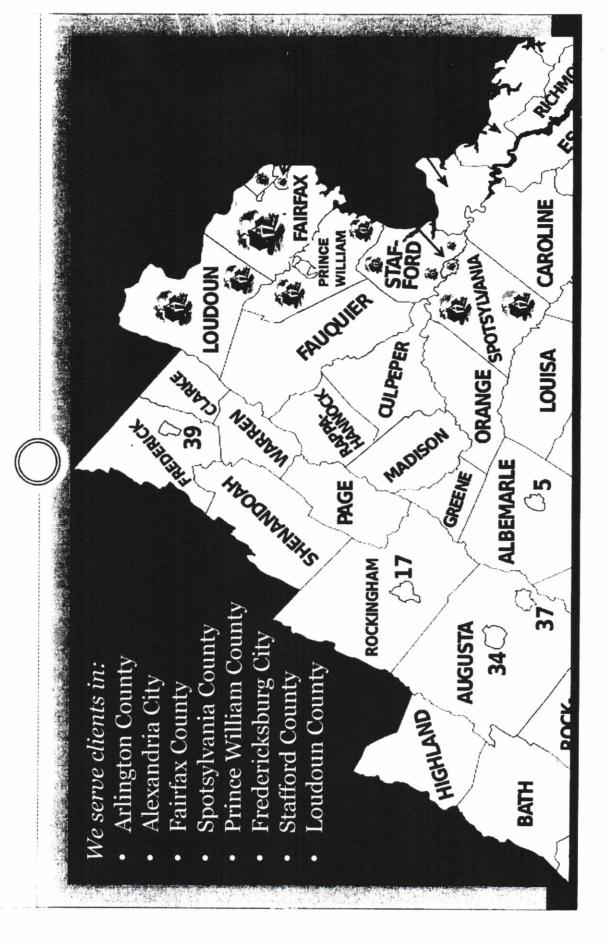
- Syria

Zimbabwe

BTB ENROLLMENTS BY REGION OF ORIGIN



Where are our clients?



CCDA/MRS Mental Health Success Story

Mohammed arrived from Shimelba Refugee camp in November 2011. Upon arrival, Mohammed spoke no English and could not read or write in his native language. Prior to fleeing to a refugee camp in Ethiopia, Mohammed led a nomadic life as a camel shepherd in an extremely remote part of Eritrea. Conditions in his country forced Mohammed to leave behind a wife and three small children. Hoping for a better life for his family, Mohammed left the refugee camp for America through the U.S. refugee resettlement program. Following the initial excitement about his new life in America, culture shock set in and he began to experience increasingly higher levels of anxiety about his future and how he would be able to survive in his new land. He missed his wife and children and wondered when he would see them again.

Although Mohammed attended ESL classes regularly at Catholic Charities Migration and Refugee Services in Fredericksburg (CCDA/MRS), his progress was slow and he struggled with learning the alphabet and how to write his name. After a couple of months, Mohammed's outlook dimmed as the burden of his many challenges weighed heavily upon him and his prospect for obtaining employment was limited. How would he get a job with so few skills and no English? How could he afford to live? When would he see his wife and children again? It all became too much for Mohammed and episodes of extreme anxiety led to his hospitalization. Treatment for parasites, depression and extreme anxiety ensued and it became unclear if Mohammed would be able to live independently. After five days of observation and treatment in a psychiatric facility, Mohammed was released and referred to the Community Services Board in Fredericksburg, VA where he continued to receive psychiatric care for what some referred to as trauma based psychosis.

CCDA/MRS staff were concerned when a Judge ruled that he not be committed as we did not know if the right supports were in place to ensure that he would receive the treatment and care that he needed and whether or not he would be able to become self-sufficient and if not, who could provide long term care should he need it? The Judge explained that a commitment could mean Mohammed may not be granted citizenship and he made the decision to release Mohammed to the care of CCDA/MRS. Mohammed received excellent care at the Community Services Board in Fredericksburg and the CCDA/MRS staff and his two roommates, also refugees from Eritrea, all kept a watchful eye on Mohammed, monitoring him and ensuring that he was taking his medications regularly. Once Mohammed stabilized, he began to speak again about his desire to find a job. Not knowing if he could maintain a competitive job due to his illness, Mohammed was referred to the VA Department of Vocational Rehabilitation where he was assessed for job development and job coaching services for people with disabilities. There was a two month waiting period so it was going to take some time for Mohammed to be assigned a job coach.

When asked about his previous job experience to assess transferable skills, Mohammed described leading herds of camels to grass and to water. He also talked about working in the refugee camp canteen and expressed interest in working in a restaurant. Mohammed began to show improvement

and came to the office frequently for ESL classes and one on one tutoring. In order to gain some practical job skills and social interaction, Mohammed's CCDA/MRS employment specialist arranged for him to volunteer at a local food bank. He enjoyed the work and eagerly awaited his ride to work three days a week. However, he knew his financial assistance would soon end and that he would have to be responsible for paying his own living expenses.

One day, he walked to the office and the only word he could say was "job." A call from a Fredericksburg employer with whom CCDA/MRS worked seeking a kitchen prep cook and dishwasher would change everything for Mohammed. An "interview" was arranged immediately. Although Mohamed could not communicate with the restaurant owner, she could see what we saw: a young man eager to work. Having hired another refugee with great success, the restaurant owner was willing to give Mohammed a chance. Coaching and training was provided by Tigrigna speaking CCDA/MRS staff to help orient Mohammed to his new position and job duties. We did not know how Mohammed would do on the job, but we did know that with his positive attitude and a lot of patience on the part of the restaurant owner and kitchen staff, there was a good chance he would succeed. Mohammed has proven to be a dependable and hard working member of the kitchen staff and the restaurant owner has confidence that he will continue to improve. His English is improving, he is learning new aspects of the job including baking bread and food preparation, and is even picking up some Spanish from the kitchen staff.

Mohammed has a big smile on his face and exudes confidence and a positive outlook. The restaurant owner describes him as hard working and a good addition to her kitchen team. Mohammed is now self-sufficient and the smile on his face has replaced the fear and uncertainty of a young man facing many barriers and a whole new world. Mohammed has broken many barriers and we at CCDA/MRS are excited to provide the necessary assistance and support to help him in any way we can. We would like to express our gratitude to the many employers who are willing to give a chance to refugees as they begin their new lives in America. The restaurant owner tells us that everyone deserves a chance and as an immigrant herself, and now a business owner, she knows the opportunities that a new life in America can provide, but also the challenges. Mohammed has completed R&P and upon completion of Match Grant, he will be enrolled in the Breaking the Barriers Program where he will continue to receive support services, job coaching and ESL classes, all essential for his continued progress. We wish Mohammed every success as he transitions to life in America and look forward to seeing what the future has in store for him.

Know Your World Training Series



On a monthly basis MRS staff, volunteers and interns receive a cultural training on a different country or culture based on those of the clients that we serve. During our mandatory monthly staff meetings we bring a representative of the country or culture and have them present for an hour about the history, government and politics of the country as well as cultural information that helps us understand our clients from their own perspective.

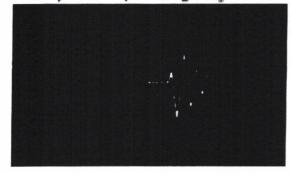
Training topics include:

- Cultural Approach to Mental Health
- > Afghanistan
- > Somalia
- ▶ Islam in the 20th Century
- > The Baha'i Faith
- > The New Nation of South Sudan
- Modern Christianity
- Kurdistan

- > Egyptian Revolution
- > The Baha'i Faith
- Bhutan
- > Ethiopia
- Burundi
- > Liberia
- > Sudan
- > Burma
- > Iraq
- > Resettlement Basics
- > Cuba

- Haiti
- > Catholic Social
 Justice
- Uighurs in China
- > The Hindu Faith
- Buddhism
- > Iran
- Cultural Sensitivity
 Training
- The Libyan Uprising
- > The Roma of Europe

Daily Country of Drigin Updates



Each day every MRS staff receive updated news bulletins on the most recent events in the countries from which our clients come. The ability of our staff to have their fingers on the pulse of the international events related to refugees and to understand the political, social, and economic information that impact our clients' enhances our ability to discuss current events and to show our clients that we understand where they come from.

Updates include:

- Updates from conflict areas
- Political moves towards peace
- Shifts in foreign government policies
- UNHCR International Refugee Statistics
- Updates on War Zones in Africa
- Personal Accounts of Refugees

- Country Profiles of Refugee Producing Nations
- Repatriation Trends
- Legal Changes impacting clients
- News about the US Refugee Program
- Stories of war victims

MIGRATION AND REFLIGEE SERVICES MANAGEMENT TEAM



Seyoum Berhe, Director

Commonwealth of Virginia, Office of Newcomer Services. He holds a B.A. in History and an M.S. in Education Administration both from Niagara University. Originally from Ethiopia, Seyoum joined MRS as Director in November 2000. Prior to holding this position, he worked for American University and the Seyoum has extensive experience in cross-cultural training and conflict resolution.

Languages: In addition to his native language Saho, Seyoum speaks Amharic and Tigrinya.



Joseph Stevens, Director

Joe Stevens

and unsubsidized employment placements. Employment specialist can assist, with a job search, provide information and referral for supportive services including transportation, medical exams, nutritious meals, and more.

Born in Egypt and raised in the US. Detek returning to Caround 1998 and earned a B.A. in Political Science and M.A. in International Human Rights Law, Forced Migration & Refugee Studies from The American University in Cairo Walle completing his thesis, Derek worked in UNHCR's Cairo Resettlement Unit. In 2005, Derek returned to the US and worked for the ுக்கு. நேற்கு கூடி 998 and earned a B.A. in Political Science and M.A. in International Human Rights Law, Forced Migration & Refugee Center for Multicultural Human Servicias where he worked as Program Manager for Self-Sufficiency. In 2007, Derek joined MRS as Associate Director. Language Arabic. Derek Maxfield, Associate Director

re-training and employment services for workers who have lost their Jobs due to company lay-offs or downsizing. Provides access to Job training courses busided by the course of the co

Alexandria's Job Link Program provides a variety of employment services from basic resources to intensive assistance. JobLink helps Dislocated Workers, provides

Rebecca Cormier Ruiz, Development Manager/USCCB Parishes Organized to Welcome Refugees Diocesan Brazinas Coordinators

Rebecca holds a B.A. from the College of the Holy Goes and an M.A. from Tufts University. Prior to joining MRS in 2001, she worked in academia at Tuffic University, The Catholic University of America Columbus School of Law, and at The Kennedy School of Government at Harvard University. At MRS, she has served in partic particach, resettlement, as an employment specialist, and resource manager. She has served as Development Manager since 2007.

Languages: Basic Spanish skills and extensive studies in Latin.

Laurel Collins, Manager, Fredericksburg Office

Laurel holds a B.A. from the University of Massachusetts/Amherst, a graduate certificate from the John W. McCormack Graduate School of Policy and Global Studies, and an M.S. from George Mason School of Public Policy, Peace Operation Policy Program. Prior to joining MRS in 2008, Laurel worked on a U.S. State Department peace initiative in Northern Ireland. Laurel's work in career services also includes helping low income youth and people with

disabilities enter the workforce.

Kidane Lema, Breaking the Barriers (BTB) to Employment Program Coordinator, Arlington Office

University of Manchester (UK). Before joining MRS in February 2004, Kidane assisted refugees in Sudan at the Sudanese Council of Churches. Originally from Eritrea, Kidane holds a BA in Accounting from Central Connecticut State University and a Master's in Education from the Languages: Arabic, Tigrinya, Amharic and Tigre.

Programs Coordinator. Belayneh holds a B.A. in Geography from Addis Ababa University and an M.A. in Peace Studies from Bradford University in England. He also Originally from Ethiopia, Belayneh has served as a Match Grant Case Manager and Employment Specialist at MRS and recently assumed the role of R&P and MG Belayneh Loppisso, Reception and Placement Program (R&P) and Match Grant Employment Program (MG) Coordinator, Arlington Office holds a professional certificate in Urban Management from Wimar University in Germany. Languages: Amharic, Tigrinya, Oromiffa, and Hadiyigna.

MIGRATION AND REFLIGEE SERVICES EMPLOYMENT SERVICE STAFF



Kira Hamrin, BTB Employment Specialist, Falls Church Office

Kira joined CCDA MRS in 2007. She holds a B.A. in philosophy and religion and has completed coursework towards an M.A. in Teaching English to Speakers of Other Languages (TESOL). She has five years experience teaching ESOL in the U.S., China, Kyrgyzstan, and Costa Rica. Her experience abroad has contributed to a keen interest in and sensitivity to cultural differences.



Dilprasad Basnet, BTB Employment Specialist, Fredericksburg Office

refugee, he worked as an Executive Member for the Human Rights Organization of Bhutan (HUROB) and with Bhutanese Refugees Aiding the Victims of Violence. He has served as Chairman of the Association of Bhutanese in America. A native of in Bhutan, Diprasad holds a BA in Political Science from the University in India. Upon graduation, he worked for the Royal Government of Bhutan for 15 years. In 1991, while serving as Joint Director of the Dept. of Trade & Industries in Bhutan he and his family were forced to flee due to rising ethnic violence. While living in Nepal as a

Languages: Besides his native language, Nepall, he also speaks Hindi, Lidu, and Dzongknii (Bhutanese).



Basnet

Warren Smith, BTB Employment Specialist, Alexandria Office

Warren joined the MRS Teamin early 2012. A native of the DC Metropolitan area, he has a long career of service as a Workforce Development Manager and syouth advocate. In his free time he is currently working toward a degree in Criminal Justice.



Aliya Diyab

Alia Diyab, BTB Employment Specialist, Arlington Office.

She also holds a certificate in English Language for Heritage Language Speakers from Georgetown University. In addition to serving the Sudanese American Community, she served University of Khartoum and an MS in Environmental Engineering from the International Institute of Infrastructure, Hydraulic and Environmental Engineering in Delft, Netherlands. Aliya joined MRS in 2012 after five years of service to the Sudanese American Community Development Organization. A native of Sudan, she hold a BA in Epgineering from the as academic advisor at the Saudi Arabia Cultural Mission in Washington, DC and has taught Arabic language classes. Languages: Arabic and French.



Aster Libasu, BTB Employment Specialist, Arlington Office

Employment Originally from Eritrea, Aster was born in Dubai, UAE. She joined MRS in 2012. Before joining MRS, Aster has worked with Raymond Enterprise as sales representative and Hong Trade Center in Dubi, UAE. Aster have a Bachelor of Science, in Management fro George Mason University. Languages: Tigrinya, and Arabic.



Alelign Dessie, BTB Employment Specialist, Alexandria Office

The newest member of the Employment team has over 7 years experience in the coordination, design, management and implementation of wide range of public health and education programs in Sub-Saharan Africa; first hand expertise in community based health programs; capacity building; Skillful and dedicated Program Assistant with extensive experience in the coordination, planning, and support of daily operational and administrative functions; strong cross-cultural communication skills, research, and writing skills.



Rahim Aziz, Employment Specialist, Alexandria JobLink

since 1984. Mr. Aziz is a native of Kabul, Afghanistan and speak Dary (Farsi) and Pashtoo. Mr. Aziz holds a Viginia Workforce Development Professional cerufication He holds the Bachelor's Degree from Kabul University and has done further studies at North Carolina State University, Harvard University and George Washington Rahim is the Virginia Refugee Resettlement Program Case Manager. Mr. Aziz has been employed as an Employment Training Specialist for the City of Alexandria



Rahim Azız

VICES RESETTLEMENT SERVICE STAFF MIGRATION AND REFUGEE SERV



Ndikumana

Marie-Therese Ndikumana, MG and R&P Case Manager, Arlington Office

Marie-Therese spent 7 years working for USAID in Burundi. In 1996, Marie-Therese emigrated to the U.S. with her family. In the U.S., she has A native of Burundi, Marie-Therese assists refugees/asylees enrolled in the Match Grant and R&P programs. After earning a BA in Education, worked for numerous refugee agencies, including the Ethiopian Community Development Council and Lutheran Social Services. Languages: Kirundi, Swahili and French.



Peter Keresztes, Reception & Placement and Match Grant Case Manager, Arlington Office

Born in Hungary, Peter came to the U.S. as a refugee in 1957. He studied Journalism at the Univ. of Maryland and International Studies at Columbia University. He worked as a writer/editor for The Wall Street Journal in New York and Brussels (1970-1990), and for Reader's Bigest International, Budapest (1991-2007).

Languages: Hungarian and French

helping other refugees led to his rear time employment in 2006 and then full-time employment as a case manager in 2007. Thompson obtained a certificate in Thompson arrived in the U.S. in 2005 as a perugee from Liberia. He volunteered at refugee camps and then with MRS upon his arrival. His commitment to Thompson Steven, Case Manager, Frederica Conflict Resolution in Liberia. Languages: French and Kissi.



Connie Ashton, Case Manager, Fredericksburg Office

Connie joined MRS in January 2006 as a Case Manager. She brings extensive experience and expertise in healthcare after retiring from 50 years of service as a Registered Nurse in New York. Her extensive professional experience and nurturing nature are assets to MRS.



Crystal Adams holds a B.S. in Neuroscience from the College of William and Mary and an M.S. in Human Rights from the University College Dublin. During her undergraduate years, Crystal became involved in student-led international service trips, managing numerous health and education projects in Ghana and Kenya. Through these experiences, Crystal found her passion for international development and human rights issues. She joined the MRS team in 2011.



Elise Pino, Virginia Refugee Student Achievement Project (VRSAP), Fredericksburg Office

Elise joined the MRS team in 2012 as a VRSAP Student Liaison. A native of Virginia, Elise holds a master's degree in Political Science from George Mason University, and a bachelor's degree in Political Science and Spanish from Virginia Tech. Elise first developed a passion for working within the international community developing curriculum and teaching English in Puebla, Mexico.



MIGRATION AND REFLIGEE SERVICES PROGRAM SUPPORT STAFF

Caitlin Kelleghan, Program Assistant, Arlington Office

Mason School of Public Policy, Peace Operation Policy Program. Having studied at the Universita di Torino, Caitlin is proficient in Italian. She has traveled Caitlin joined MRS in the summer of 2009 as an intern for the Breaking the Barriers employment program. In the fall of 2010, she was hired as Program Assistant. Caitlin holds a B.A. in International Relations from California State University, Chico and is currently working toward an M.S. from George extensively she has a deep sensitivity and commitment to cross-cultural understanding.

Fredericksburg Office Rosetta Dupree, Volunteer and

orker, for the Fredericksburg Health Department liaising between the Health Department and MRS' Refugee Resettlement Office ince in social and human services, education, program and project management, staff development, administration, and Rosetta has a passion for health education and has served the community-at-large for over 30 years. Prior to joining MRS in 2010, Rosetta community outreach. Rosetta holds a B.S. in Community Health Education from Virginia Commonwealth University. in Fredericksburg. Rosetta has ext

cialist, Arlington Office Milena Mejia, Volunteer and Resource Spe

Milena joined MRS in February 2010 35 a volunteer donations coordinator and assumed the role of Volunteer & Resource-Specialist in May 2010. She holds a B.A. in Latin American Studies from Wellesley College and an M.A. in Anthropology from the Universidad de los Andes (Bogotá). She has conducted extensive research on conflict issues and local development initiatives in South America and East Africa. Languages: Spanish, French and Italian.

Neota Hall, R & P Resettlement Case Manager, Arlington Office

International Relations. Neota brings rich cultural experiences to MRS from trips to Switzerland, India, the Middle East, and a small Eskimo town in Alaska. Neota is a member of the Ignatian Volunteer Corps and has served at MRS since 2006. She possesses 30 years of experience as a federal human resources specialist and additional experience teaching and co-administering ESL programs in Northern VA. She holds a B.A. in Government as well as an MA in Languages: French and Spanish.

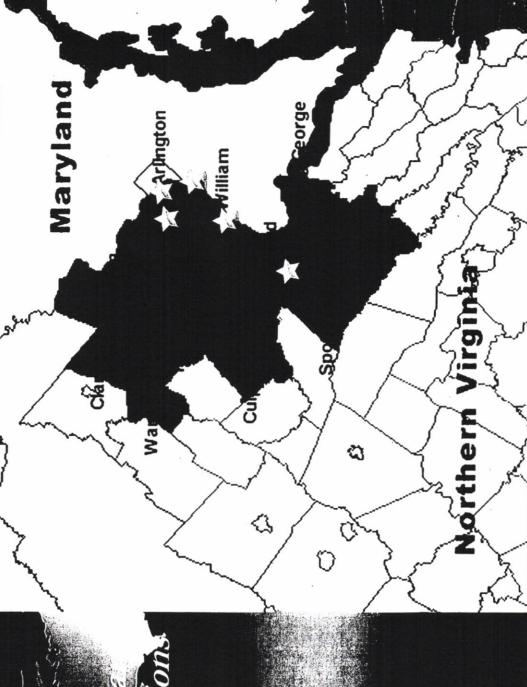
moving overseas. She taught preschool in two countries and university English in a third and now substitutes in the Arlington County Public Schools. She worked in various office jobs when her family was living back in the U.S. She has 50 years of volunteer experience ranging from hospice home care to Cub Scout leader to Ann Johnson received a bachelor's degree in history from Seattle University. She taught high school history in California before marrying a U.S. ciplomat and editor of several different newsletters. She serves at MRS as a member of the Ignatian Volunteer Corps with which she has worked for the past five years.



Neota Hall







Service Area a
Office Location
Arlington MRS:
80 N. Glebe Rd.
Arlington VA

Alexandria MRS: 6911 Richmond Hwy. Alexandria WA

Alexandra Notabus 1900 N Bea**uregard St**# Alexandria, VA

Falls Church MRS: 6245 Leesburg Pike Falls Church VA

Fredericksburg MRS: 325B Wallace St. Fredericksburg VA



CHEROGRAPHY - ACHIEVEMENT

Richard Klarberg
President & Chief Executive Officer

Timothy F. Noelker Chair, Board of Trustees

Sponsoring Organizations

Altiance for Children and Families
Association of Jewish Family and
Children's Agencies
Catholic Charities USA

Children's Home Society of America Child Welfare League of America

> Foster Family-based Treatment Association

Joint Council on International Children's Services

Lutheran Services in America National Council For Adoption

> National Foundation for Credit Counseling

National Network for Youth

National Organization of State Associations for Children

Volunteers of America

Council on Accreditation

45 Broadway 29th Floor New York, NY 10006 212.797.3000 Fax 212.797.1428

www.COAnet.org www.COAstandards.org www.COAcanadastandards.org www.COAafterschool.org February 22, 2012

Art Bennett
President & CEO
Catholic Charities of the Diocese of Arlington, Inc.
200 North Glebe Road, Suite 506
Arlington, VA 22203

Dear Mr. Bennett:

It is our great pleasure to inform you that the Council on Accreditation (COA) has approved the accreditation of Catholic Charities of the Diocese of Arlington, Inc. through 12/31/2015. Let me again say how significant this achievement is! It represents the fulfillment of countless hours of hard work and the dedication of many people—most notably your staff and the members of your board. Please extend my congratulations to them.

This formal notification includes a list of programs and services for which Catholic Charities of the Diocese of Arlington, Inc. is accredited, as well as your Final Accreditation Report (FAR), a draft memo you might consider using for your staff and board, and a sample news release. A plaque attesting to your agency's accredited status will be sent to you shortly.

Your Final Accreditation Report (FAR) is an important and incredibly valuable document. It contains the observations and recommendations of your Peer Reviewer colleagues based on your self-study and site visit. In essence, the FAR provides a unique view of your organization as seen through the eyes of highly experienced professionals. In it you will find a copy of the full accreditation ratings for all Purpose, Core, and Practice standards, identifying the Fundamental Practice standards. It may also contain any noted organizational strengths and areas for opportunities.

How you use the report and with whom you share it is, of course, entirely up to you. At the very least, however, we recommend that you provide relevant excerpts to those members of your staff who are directly responsible for the respective findings. Should you do so, please explain that the report is intended to be *constructive*, and that the goal is to provide specific, tangible examples of how they can make your organization even stronger and even better.

Having said that, you should know that those ratings for which you did not demonstrate implementation should be addressed through your PQI process.

Art Bennett
President & CEO
Catholic Charities of the Diocese of Arlington, Inc.

Even though they did not require correction in order to achieve accreditation, they will be made a part of your file and reviewed during your next accreditation cycle. Remember, COA accreditation is not an end in and of itself. Rather, it is a process by which your organization can consistently strive for and achieve new levels of excellence.

Finally, let me say that your relationship with COA does not end with this letter. Ours is a partnership. As such, I would ask that you feel free to share with me your ideas and concerns. Additionally, please feel free to contact Stephanie Pacinella, Director of Standards Development & Accreditation Commission, either by email at spacinella@coanet.org or by telephone at 212.797.1124, if you have any questions. Together we can enrich the lives of children, individuals, and families in need everywhere.

We are proud to be associated with you and your colleagues. We wish you the very best in your continuing service to persons in your community. That is the power of accreditation.

Sincerely,

Richard Klarberg

President and Chief Executive Officer

RK: RK Attachment

Service Delivery Administration Standards

Administrative and Service Environment (ASE), Behavior Support and Management (BSM). Client Rights (CR), Training and Supervision (CS)

- ASE A healthy and safe environment for staff to work in as well as clients to receive services is being provided at Catholic Charities.
- BSM Catholic Charities promotes positive behavior which provides individuals with the support that they need to manage their own behaviors. Catholic Charities also encourages everyone to treat others with respect and dignity.
- CR Clients rave about the services that are being provided by this organization. Staff go above and beyond in the area of protecting the rights of their clients and by providing quality services. It is clearly apparent that the organization strives to focus on the needs and rights of the clients that are being served.
- The organization has improved in their training and development program. The organization has formed a Training Committee in order to meet the needs of the staff. This organization provides an excellent new employee orientation in regards to the mission of CCDA. The staff seek out trainings and webinars, so that they can provide quality services.

Service Standards

- AS The staff in this program strive high in regards to providing excellent services to their clients. There are various information and supportive services provided to prospective adoptive parents and to birth parents.
- ICA The staff are thorough with home studies and they have supportive post placement services. If there are issues that are identified on a home study, the organization is quick to make recommendations and they allow for corrective action to take place.
- PS Pregnancy Support Services provide counseling services and resources to birth mothers who are pregnant and are in need of assistance.
- SH Christ House provides temporary shelter, meals, access to job club, clothing, and other services to homeless individuals.
- MH The mental health services provided by the organization are top quality. Staff are skilled and many have areas of expertise that are utilized specific to needs of clients. Although the organization does not have clear integration of other organization substance abuse treatment, it does have entities that it refers to regularly for SA services.

- IRR Hogar and MRS are superb programs and they are client driven. There are many positive resources that are available with Hogar. The staff are transparent with fees and with information to and with the clients. The MRS staff are very compassionate and sensitive to the presented issues of the clients. MRS staff are effective in assessing and addressing the needs of the clients.
- SCL The SCL program is an excellent service, relatively new, but clearly individualized and focused on the whole needs of the residents. It has an excellent service philosophy, highly qualified staff, and intentionally balances empowerment against the potential for enabling. All four staff are actively involved in program development and refinement.
- CSE Counseling, Support and Education Services are being provided to seniors of all ages to assist them in coping with the stresses of daily living. The seniors are able develop a supportive network that they didn't have prior to being connected with the center.

Catholic Charities of the Diocese of Arlington, Inc. Org # 572



AREAS FOR OPPORTUNITIES

The following ratings have not been fully implemented and we ask that you address them through your PQI process. Even though these standards did not require correction in order to achieve accreditation, they will be made a part of your file and reviewed during your next accreditation cycle. We request that you begin demonstrating implementation on all of the below standards before your next accreditation cycle.

Standard Code	Rating	Peer Team Report
HR 3.02	3	There is inconsistency in the personnel files, such as verification of all references and verification of credentials. Personnel files were missing interview notes or standard interview questions. In some files, performance evaluations were not completed on an annual basis and were missing signatures by either the supervisor or staff.
RPM 10.04	3	Because there was no evidence of a contractor's evaluation, any identified concerns were not known.
CR 1.01	3	Although some programs have specific information in the Client Rights Forms, there is some inconsistency with specific elements that are required to be in the Client Rights Forms. For example, the standard notates that hours that services are available should be in the Client Rights, along with factors that can result in discharge of termination of services, and obligations that the organization has to the client. Many programs are missing all of the elements that should be included in the written summary of the rights and responsibilities.

BTB Network of Community Partners

Departments of Health

Local Schools

Departments of Social

Services

Realtors and landlords

CCDA/MRS coordinates with organizations to assist refugees become self-sufficient.

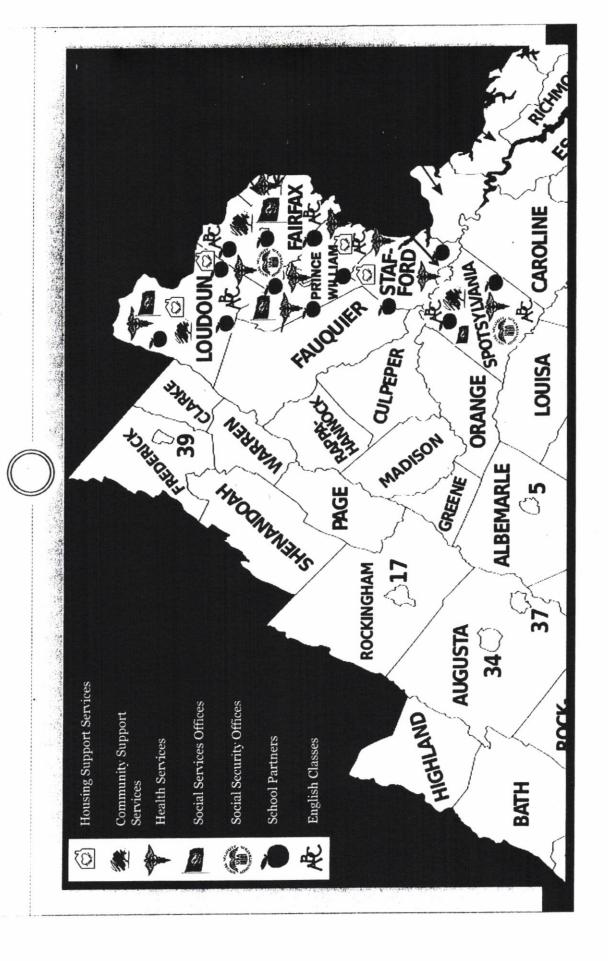
Faith communities

Local businesses that can provide employment

Local Community Service Providers

Educational Institutions

Our Community Partners



Hiliated Community Service Providers Sampling of BTB A

Departments of Social Services

- **Alexandria**
- Arlington
- Falls Church Fairfax
- Stafford
 - Manassas
- Fredericksburg City -Prince William
 - Spotsylvania
 - epartments of Heal
 - **ATexandria**
- Arlington Fairfax
- Falls Church
- Stafford
- Manassas

- Arlington
- Falls Church Fairfax
- Stafford
- Manassas
- Fredericksburg City Prince William

Spotsylvania

- Area on Aging
- Alexandria
 - Arlington
 - Eairfax

oahannock- Rapidan

Fairfax County ourse Group

Prince William County Loudoun County

- dical Centers.
- -ondoun
- **Mount Vernon**
- Iorthern Virginia Family Services Northern Virginia Legal Services
- Skill Source Employment Centers ree Life in Christ Counseling
- Catholic Charities Family Services
 - Hogar Immigrant Services
 - St. Martin Senior Center
- Food For Others

- Rappahannock United Way
 - Ignatian Volunteer Corps
- Housing and Community Services of Northern Virginia
 - Fredericksburg Area Fo Rappahannock Goodwi
- Rotary Club of Freder Juited Way
- Habitat for Humanity
- National Head Start Association
- Alexandria Arlington CASA Program Community Health Cen Greater Pri
- Shelter House
- onal Housing Homestretch Program
- Rappahannock Community Services
- ADAMS Islamic Center Leesburg
- Reston Interfaith
- Dar Al Hijra Islamic Center Falls Church
 - Good Shepherd Housing and Family Salvation Army (Various Locations) Services
- New Hope Housing
- Mary Washington Hospital
- Stafford Hospital Center
- University of Mary Washington
 - Washington Center
 - ACTS/Turning Point

Sampling of BTB Affiliated Employers of Refugees and Asylees



- Panda Express Restaura
- Valet Parking D-CPI
- Kmart
- McLane Warehou
- DMV
- Rosn**er Auto** Mall
- Pilgrims Pride
- One on One Care
- Covenant Funeral Home
 - **Fanslation Services**
- Geico
- East Coast Labor Solution
- Car-Wash
- Steak N' Shake
- nterpretive Work Client's Contract

- **Auto Auction**
- Hilton Gardens
- ty Gdard
- Lit Sun Flower Daycare

ssistance

- alds
- Window Works
- Perkins Dish Washing and **Brisbane Funeral Home** Remodeling Service
 - Melchera's School Cafeteria
- Value City Furniture
- St. Michael's High School
 - **Tree Life in Christ** Counseling

- Home Team Grill
- Micah Ministries Paradise Burger
- Eileen's Bakery Dentist Office Maintenance
- <u>Babysittin</u> Spotsylvai Hospital
- Merry Mai
- Stafford Hospital Center Simmons Mattress Company
- Faco Bell
- Lawn Care Services